

## Toastmasters Speech Contest

### Contest Chair's Planning & Action Tracking Document Sample

**Activities** Keep a running notation of the status of each of the actions in this document. Follow-up periodically with your Committee Chairs. You can also use this document to stand in for an agenda when holding Committee meetings, including Kick-the-Tires.

Action	Responsible Person	Notes & Status	Due Date
Find a location for the contest - Define special requirements - Consider food needs - Consider room layout needs - Consider location			
Select a contest committee & arrange a planning meeting - See list in Contest Manager - Enter names in Contest Manger			
Obtain Contest Rules pamphlet			
Obtain names of contestants - Record names in the Contest Manager			
Develop budget - Work with Division Treasurer - Provide a budget to appropriate Committee chairs - Monitor adherence At end calculate estimated vs. actual			
Trophies (Contact District Governor) - Include in budget - Logistics for obtaining them			
Select a Theme - Decide how to incorporate it			
Publicize contest - Develop a publicity plan - Create a flyer & distribution plan			
Contact club presidents (if Area Contest) - Encourage to hold contests			
Registration/protocol - \$ Amount for pre-pay - \$ Amount for walk-in			

<ul style="list-style-type: none"> <li>- Who to “comp”</li> <li>- Sign-in sheet</li> <li>- Supplies: Name tags, markers, pens, etc</li> <li>- Money for change &amp; money box</li> <li>- Protocol List</li> <li>- Include Division/District Treasurer</li> </ul>			
<p>Decorations</p> <ul style="list-style-type: none"> <li>- Check with facilities manager for rules</li> <li>- Provide a budget</li> <li>- Assess what can be recycled from other events</li> <li>- Keep it very simple</li> </ul>			
<p>Refreshments</p> <ul style="list-style-type: none"> <li>- Number to plan for</li> <li>- Assess need for equipment</li> <li>- Supplies and incidentals</li> <li>- Provide a budget</li> <li>- Logistics for bringing &amp; serving</li> <li>- Keep it very simple</li> </ul>			
<p>Create Timed Agenda</p> <ul style="list-style-type: none"> <li>- Draft then final</li> <li>- Provide Timed Agenda to functionaries</li> </ul>			
<p>Chief Judge</p> <ul style="list-style-type: none"> <li>- Obtain <i>trained</i> Judges</li> <li>- Ballot Counters, Timers</li> <li>- TI Forms</li> <li>- Timing mechanism and watches</li> <li>- Train timers</li> </ul>			
<p>Opportunity Drawing</p> <ul style="list-style-type: none"> <li>- Raffle tickets</li> <li>- Container for tickets</li> <li>- Set logical cost for tickets</li> <li>- Logistics to obtain prizes</li> <li>- Non-profit letter from TI</li> <li>- Method for donor recognition</li> </ul>			
<p>Certificates/folders</p> <ul style="list-style-type: none"> <li>- Contestants &amp; participants</li> <li>- Provide list of names &amp; designations</li> <li>- Determine content; reflect theme</li> </ul>			

<ul style="list-style-type: none"> <li>- Process for checking accuracy</li> <li>- Provide a budget</li> </ul>			
<b>Program</b> <ul style="list-style-type: none"> <li>- Reflect theme; determine content</li> <li>- Process for checking accuracy</li> <li>- Provide a budget</li> </ul>			
<b>Chief Timer</b> <ul style="list-style-type: none"> <li>- Get assistants</li> <li>- Timing lights/stop watches</li> <li>- Procedures &amp; training</li> <li>- Timing documents</li> </ul>			
<b>Opening thought/pledge</b> <ul style="list-style-type: none"> <li>- Reflect theme</li> </ul>			
<b>Toastmaster</b> <ul style="list-style-type: none"> <li>- Contact contestants</li> <li>- Obtain bio forms</li> <li>- Method for introducing contest</li> <li>- Method for briefing contestants</li> <li>- Introduction to Area/Division Gov.</li> <li>- Coordinate with SAA &amp; other functionaries</li> <li>- Winner's bios to next level</li> </ul>			
<b>Sergeant-at-Arms</b> <ul style="list-style-type: none"> <li>- Set-up/clean up committee</li> <li>- Assist speakers with lectern, etc.</li> <li>- For evaluation contest, follow guidelines</li> </ul>			
<b>Greeters</b> <ul style="list-style-type: none"> <li>- Decide if needed</li> <li>- Locations and identification</li> </ul>			
<b>Signage</b> <ul style="list-style-type: none"> <li>- Where and what type</li> </ul>			
<b>Create a contest "bring-with-list" in Contest Manager</b>			
<b>Obtain Needed Supplies</b>			
<b>Coordinate with Div/District governor</b>			