

Checklist for Contest Chair of Club Contest

Before Contest

- Choose contest date and time
- Read the Rulebook
- Publicize Contest
- Appoint (2) Zoom Hosts, Toastmaster, and Chief Judge
- Verify contestant eligibility
 - Member in good status – paid member of paid club
 - ISC Contestants must be DTM or have completed 2 levels in Pathways
- Email Contestants, Zoom Hosts, and Toastmaster
 - Include your contact information.
 - Attach Speakers Eligibility, Contestant Profile, and Rulebook
 - Information on briefing
- Gather Toastmasters Bio for their Introduction, share the Toastmasters script
- Prepare an appropriate Table Topics question
- Download dignitary list
- Discuss with Chief Judge how technical difficulties will be handled.
 - Time to Pause contest if a contestant loses connectivity
- Download Participation Certificates
 - Create a Participation Certificate for each contestant and functionary
 - Give certificates to Chief Judge for functionaries
 - Give Contestant Certificates to Toastmaster to share during the interviews
- Download Winner Certificates
 - Decide who will screen share the winners' certificates – share this information with the Toastmaster – if you aren't doing it ZH 2 is good.
- Create agenda
- Hold Contestant Briefing
 - Use Briefing Checklist on D30 Website

During Contest

- Open meeting early
- Give Host rights to Zoom Hosts, Toastmaster and Chief Judge
- Share agenda in chat
- Update dignitary list as people join the contest
 - Share with Toastmaster before opening the contest
- Open the contest and introduce the Toastmaster with their bio
- Be available in case of a protest
- Complete Winner certificates after receiving the results form

After Contest

- Congratulate Contestants
- Thank all the volunteers