Contestant Briefing Guide
International Speech and Tall Tales Contests

To be conducted by the Contest Chair and the Contest Toastmaster.

1. Verify the presence of all contestants. If one or more contestants are not present, include their alternates in the briefing. See Contest Rulebook Section 5C for the protocol when a contestant is absent for the briefing.
2. Verify that all contestants have provided signed **Certifications of Eligibility and Originality**. Remind the contestants that by signing this form they certify that they have read and understand all rules regarding their eligibility and the originality of their speeches.
3. Verify that all contestants have provided a **Contestant Profile** that includes the title of their speech for use by the Contest Toastmaster.
4. Verify the pronunciation of all contestants' names.
5. Determine the speaking order in a fair manner
6. Review with all speakers the rule against referring to any other contestant in any way, including quoting or referring to any part of their speech. From the Contest Rulebook: "Contestants must not reference another contestant, or a speech presented by another contestant, during their speech at the same contest in which they are competing. This applies to all contests." (Section 4E)
7. Review with all speakers the rule on originality. From the contest rulebook: "Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be identified during the contest presentation." (Section 4D)
8. Introduce the timers to the contestants and ensure that all contestants know where the timers will be seated in the contest room. Review the timing protocols for each speech with the contestants. Pay special attention to their need to clearly indicate the beginning and end of their speeches by word or action.
9. Give the speaking order to the timers and then send one of the timers back to the Chief Judge's briefing room to share the speaking order.
10. Acquaint all speakers with the designated speaking area.
11. Determine whether any contestants require the use of A/V equipment or will be using any props. Review the rules regarding the use of audio equipment and props. (Section 8)
12. Tell contestants: "When you are introduced by the Toastmaster, immediately make your way to the speaking area, shake the Toastmasters hand and say, "Thank you Contest Toastmaster." They will reply, "You're welcome," and leave the area. Begin when you are ready."
13. Verify that all contestants understand the rules and timing protocols for their contest and have no questions before they are released from the briefing.
14. If the contestants will be using microphones, take the time to ensure that every contestant gets to practice with the sound equipment.

Announcement of Contest Winners by the Contest Chair

Thank the Contest Toastmaster by name and lead applause.

Contest Toastmaster_____

*Acknowledge all the contest functionaries (**Reminder**: do not name the judges), and comment on the teamwork and dedication required to achieve a quality contest. Each will be receiving a certificate of participation with heartfelt thanks for their service.*

Lead the applause for the team.

Note: *if you have any announcements to make other than the names of the winners, do so now.*

Announce: And now the moment we have all been waiting for: the announcement of the winners.

"At this time, we will announce the winners of the (state club name, or Area, or Division, or District that the contest is for) Tall Tales/International Speech Contest."

1. If there have been any disqualifications for timing, say so now. **Do NOT** name any contestant who was disqualified for any reason.
2. Announce the order of winners for the contest **in reverse order** (3rd place, 2nd place, 1st place).
3. Use the completed results form and read the names exactly as written.
4. **Only one announcement is to be made following the announcement of winners**:

"This contest is adjourned."