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# Glen Abbey Toastmasters International Speech Contest – Emails Package

# To Get Participants

# Contestants

# Judges

# Sargeant At Arms

# Timers

# Ballot Counters

# example email to: International Speech Contest – TO GET PARTICIPANTS

**Subject: Glen Abbey Toastmasters International Speech Contest – *Date/Location***

Glen Abbey Toastmasters is hosting the International Speech Contest on *date / location.*

The International Speech Contest is the most important of all Toastmasters Contests.  The speech is to be an original speech of 5-7 minutes.  It can be serious, funny, and inspirational. The International Speech Contest is held at the Club, Area, Division, District, and International level.  It is the only one that goes all the way to the International competition level - and where the World Champion of Public Speaking is decided!

I am the Chair for this contest. To make the contest great, I am looking for:

* **CONTESTANTS** (we need 5)
* **CHIEF JUDGE** (we need 1) – explain the contest rules and
* **JUDGES** (we need 5) - evaluate and score the speakers.
* **SERGEANT AT ARMS, ASSISTANT SERGEANT AT ARMS** - (we need 1 of each) – help organize set up and manage the physical room, and the facilities, and manage the flow of the evening
* **TIMEKEEPERS** - (we need 2) – work together to keep time of all our speakers
* **BALLOT COUNTERS** – (we need 2) – sharpen your mathematical skills and add up the scores from the speakers

Please let me know at [*myemail.com*](mailto:rmyemail.caeema.duggal@cogeco.ca) if you would like to take on any of these roles – particularly the Contestant roles.Please do not “reply all” to this message.

If you look in your Competent Leadership Manual, you can obtain sign offs for any of the above roles – which is very important for in the journey to achieving your Competent Leader designation.  Call me if you have any questions.

Thanks – looking forward to an evening of fun and wonderful speeches.

*Name | Chair - International Speech Contest*

# example email to: International Speech Contest - CONTESTANTS

**Subject: Glen Abbey Toastmasters International Speech Contest – *Date/Location***

Thank you for participating as contestants in the International Speech Contest.  Some important information:

* Contestants – please arrive by 7:00 pm on the evening of the contest for briefing and draw for speaking order
* Speeches are to be 5-7 minutes in length
* Speeches should follow general Toastmasters Guidelines for speech contests.  I have attached the **Speech Contest Rulebook (1171)** – International Speech Contest info is on page 14
* You will need to complete and sign two forms - attached to this email. They are:  **your Contestant Profile (1189)** and the **Speaker Certificate of Eligibility / Originality (1183)**

If you print and complete these forms before the Contest date and bring them with you - it will be one less thing for you to worry about the night of the contest!

I look forward to hearing your speeches!

Thanks,

*Name | Chair - International Speech Contest*

# example email to: International Speech Contest - JUDGES

**Subject: Glen Abbey Toastmasters International Speech Contest – *Date/Location***

Thank you for taking on the role as a judge in the International Speech Contest.  Some important information:

* Chief Judge – Toastmaster XXX – is responsible for explaining the rules of the contest and for managing the judging team.
* Judges – we do not publish the judges names – this is kept top secret during the contest.

Speeches will follow general Toastmasters Guidelines for speech contests.  I have attached

* the **# 1171** **Speech Contest Rulebook**   – Please review the information before the contest.
* the **#1179 International Speech Contest Ballot** you will be using to judge the contestants, so you can become familiar with it
* the Tie breaking judge will be provided their ballot at the contest. **#1179A International Speech Contest Tiebreak Ballot**
* Judges beyond the club level are required to complete **#1170 Judge Certification of Eligibility Ethics.**

I will have printed copies for you on Wednesday night – you do not have to print anything.

Thanks,

*Name | Chair - International Speech Contest*

# Example email to: International Speech Contest – Sergeant At Arms

**Subject: Glen Abbey Toastmasters International Speech Contest – *Date/Location***

Thank you for taking on the Sergeant At Arms role in the upcoming International Speech Contest

At the International Speech Contest, the Sergeant at Arms:

* Sets up the room
* Opens the meeting and introduces the Contest Chair.
* ???

If you have any questions, please don’t hesitate to ask

Thanks,

*Name | Chair - International Speech Contest*

# Example email to: International Speech Contest – Timers

**Subject: Glen Abbey Toastmasters International Speech Contest – *Date/Location***

Thank you for taking on the Timer role in the upcoming International Speech Contest

I have attached a copy of the **#1175 Time Record Sheet** for the upcoming International Speech Contest.  I have also attached a copy of the **#1171 Speech Contest Rulebook**. Please review section 6 which covers timing.

Timing is as follows - signaled by light signal.

* Each speech is 5 to 7 minutes in length.
  + Green light at 5 minutes
  + Amber light at 6 minutes
  + Red light at 7 minutes – stays on until speaker is finished.
* 1 minute after each Speaker has spoken - time for judges to mark their ballets
* 2 minutes after final Speaker has spoken - time for judges to add up their scores

If you have any questions please don't hesitate to ask.  I will bring a hardcopy of the forms the night of the contest but I wanted you to see them.

Thanks,

*Name | Chair - International Speech Contest*

# Example email to: International Speech Contest – Ballot Counters

**Subject: Glen Abbey Toastmasters International Speech Contest – *Date/Location***

Thank you for taking on the Ballot Counter role in the upcoming International Speech Contest

At the International Speech Contest, the Ballot Counters:

* Collect completed ballots from the judges
* Count the ballots / scoring with the Chief Judge
* Help the Chief Judge with any other requests to complete the ballot counting process

If you have any questions please don't hesitate to ask.

Thanks,

*Name | Chair - International Speech Contest*