

General guidelines for an Emcee at the Area and Division Speech Contests

1. Welcome & Greetings
2. Invocation
3. Introductions (of dignitaries - Area Governor, attending district representative and PDG's)
4. Program explanation (brief run-down of the printed program)
5. Remark by Chief Judge (no more than 2 minutes) - including calling upon the "Timer" to explain visually, the timing constraints, etc.
6. Introduction of Contestants: Name - Speech Title - Speech Title - name
7. Interviews of Contestants (in order to speaking) - certificate of participation - no more than 2 minutes each.
8. Acknowledgements and Announcements (i.e., Thanks the various contest officials and announcing the date, place and time of the next level (division) contest.
9. Presentation of Awards (by Contest Chair [Area Governor] and attending district representative) - with Trophies and certificates of achievement (1st & 2nd place, etc.). Signed by Contest Chair

Remember, the role of the emcee/contest master is to facilitate the meeting proceedings.

The Area/Division Governors generally receive a package of information from District/TI on Speech Contests. This includes the rules and regulations of conducting a Speech Contest (the rule-book) as well as information and related "forms" that are mandatory and essential for conducting a contest at Club, Area, and Division levels. Here the examples:

1. Speakers Certification of Eligibility and Originality. (To be signed by each of the contestants)
2. Speech Contestants Biographical information
3. Judging forms
4. Counter's Tally Sheet
5. Notification of Contest Winner
6. Judges guide and ballot

Other Information:

The **Contest Chair** (usually the Area Governor at an Area Contest) is responsible for the entire event proceedings including the roles played by a contest master and Chief Judge.

The **Contest master** is responsible for the actual contest proceedings only and acts as the emcee of the event. His/Her job is to facilitate the event and keep it moving and

conclude it on time, with smooth transition from one venue to other and with minimal disruptions.

The **Chief Judge** is responsible to educate the judges (and members of the audience) and supervise the vote tally count.

There are preferably TWO timer positions, but only one clock or timing device. The Chief Timer manages the timing device (the lights) and the assistant timer manages the clock.

The Selection of Judges - The Guidelines.

There is always some concern about the quality (and integrity) of judging process as well as and selection of judges. It is not as important as to who is the chief judge; but it is important who he or she appoints as the contest judges (i.e., the voting judges)..

What needs to be done in order to make the judging process fair and

1. **No judges from the contestant's club** (obviously and where possible). This at times becomes more difficult (and challenging) especially at an Area Contest, due to small number of available judges. [It has been observed through the years that "most" judges tend to vote for the contestant, representing their home-club. This type of mind-set must be avoided where possible, with independent minded judges by education and briefing (by the chief judge) before the commencement of the contest.

2. **Equal number of judges from all the Clubs/Areas/divisions.**

3. **Equal amount of male and female judges (where possible).** It has been observed that women tend to vote for men! This practice or trend is unacceptable and must be avoided, through briefing and education, especially by the chief judge.

4. At least 10 to 15 at Division Contest; 5 to 8 judges at Area Contest (where possible) and as many as 20 to 25 judges at district contest.

5. At an Area (evaluation and humorous) Speech Contests, where generally the attendance is low and selection of judges become comparatively more difficult; a judge for an evaluation contest should not also be made to judge the humorous speech contest, The Chief Judge must strive to achieve this by pre-planning and being pro-active, prior to the actual day of the contest. This practice of separate judges for each of the two contests must be rigidly followed.

6. The Contest Chair (usually the Area or the Division Governor) must not and cannot sub-contract the two important roles (Chief Judge & Emcee) out and should remain responsible and in-charge, every step-of-the contest event.

