

Contest Master's Briefing Checklist

Review with Humorous & International Speech Contestants

(Conducted by Contest Master at the Contest)

Before the contest starts, meet with the Sergeant at Arms and Chief Judge to review the setup of the room. (includes location of speaking area, lectern, timing table, audience chairs, etc.)

Before the contest starts, meet with the CONTESTANTS and do the following:

REVIEW

- The speaking area, the timing lights or cards, microphone and other equipment if applicable.
- The contest rules:
 - Timing procedure (Green at 5, Yellow at 6, Red at 7)
 - When the timing officially begins (verbal/non-verbal communication)
 - Disqualified for time (under 4:30, over 7:30)
 - Technical failure of timing signal (30 sec margin)
 - Protests (who can, to whom, when and how)
- One-minute of silence after each speaker
- Prop(s) setup/taken down during one-minute of silence (quietly)
- Confirm the proper pronunciation of each contestant's name *(make sure you get this right!!)*

COLLECT

- Eligibility/Originality Sheets
- Biography Sheets (opt)

- DRAW FOR SPEAKING ORDER