



## Practical Contest Tips

- Planning early and careful produces professionally run events
- Start with a four to six month timetable that includes the date, venue, food, contest team, budget and has frequent follow-ups
- Use consistent communication with clubs and with Area and Division Governors
- Network with those who have done contests before
- Use an Assistant Contest Chair – it helps the Contest Chair and grows your replacement
- Use electronic media to save expenses
- Surround yourself with experts
- Contestant biographies are important
- Ensure you use current forms; they are essential
- Give contest rules to the contestants ahead of the night of the contest
- Do not include personal information about contestants on agendas or publicity
- Keep up-to-date on speech contest rules via the current rulebook
- Start the contest on time
- The toastmaster must keep the agenda moving – no personal performances

District 28 Contest Committee mission statement:  
To provide information for conducting smooth and well-organized contests and provide a resource for Area and Division Governors.