



TOASTMASTERS INTERNATIONAL SPEECH CONTEST STRUCTURE

Level	Contest Chairman	Chief Judge
International Finals	Senior Vice-President	Past President
International Semi-Finals	International Directors	Past International Directors
District	Program Quality Director	Club Growth Director
Division	Division Director	Program Quality Director
Area	Area Director	Division Director
Club	Vice-President Education	Experienced club member

The Speech Contest Rulebook spells out the general rules for all speech contests. It covers speech contest policy, eligibility, selection sequence, speech subject and preparation, general procedure, timing of the speeches and protests/disqualifications. The rule book also includes speech contest checklists for the contest chairman, the chief judge and contestants.

The contest chairman is responsible for conducting the contests. The contest chairman may appoint a contest toastmaster to conduct the actual contest, but retains responsibility for the contest.

Contest chairman	Chief Judge
Verifies presence of contestants and pronunciation of names and speech titles	Reviews the Judge's Guide and Ballot with the judges
Draws for the speaking position and reviews the contest rules with the contestants	Reviews the Speech Contest Time Record Sheet and Instructions for Timers with the timers
Acquaints contestants with the speaking area and provides an opportunity to test any amplifying equipment	Briefs the ballot counters
Briefs the contest toastmaster and sergeant-at-arms in their roles	

NOTE: The Contest Chairman may delegate some of his/her duties to the Contest Toastmaster if one is appointed.