



JUDGES BEWARE

Chief Judge. Always carry with you a box of goodies. May not be your responsibility but wise:

- Current Speech Contest Rule Book
- Chief Judge Briefing Notes
- Judges Guide & Ballot
- Tiebreaking Ballot
- Judge Certification of Eligibility & Code of Ethics
- Time Record Sheet
- Counters Tally Sheet
- Notification of Winner
- Blank sheets of paper

Just in case include Contest Chairman's stuff as well:

- 1st, 2nd, 3rd place certificates
- Contest Chairman Briefing
- Contest Toastmaster Briefing
- Speaker Certification of Eligibility & Originality
- Contestant Profile
- Pack of cards for speakers' draw
- Pens of course
- 3 Table Topics in separate envelopes. Printed on in big fonts on A4 paper not folded
- Back up timing (coloured board)
- If possible a set of timing lights
- Stopwatch

You're a wise person if you liaise with the Contest Chairman at least two weeks beforehand to ascertain the person's role and responsibilities, the number of judges and folders to be prepared for the judges.

Contest Chairman prepares three types of Judges' folders:

1. Chief Judge
2. Judge
3. Tiebreaker Judge

Chief Judge Folder:

- Pen
- Contest Agenda
- List of Judges
- List of Contestants
- Thank you card
- Rule Book
- Chief Judge Briefing Notes
- Judges Guide & Ballot
- Tiebreaking Contest Ballot
- Judge Certification of Eligibility & Code of Ethics
- Time Record Sheet
- Counters Tally Sheet
- Notification of Winner
- Blank sheets of paper

Judge

- Pen
- Contest Agenda
- List of Contestants
- Thank you card
- Rule Book
- Judges Guide & Ballot
- Judge Certification of Eligibility & Code of Ethics
- Blank sheets of paper

Tiebreaker Judge

- Pen
- Contest Agenda
- List of Contestants
- Thank you card
- Rule Book
- Tiebreaking Contest Ballot
- Judge Certification of Eligibility & Code of Ethics
- Blank sheets of paper

Contest Chairman also prepares Timers and Counters Folders for Chief Judge

Timers' Folder

- Time Record Sheet x 2

Counters' Folder

- Counters' Tally Sheet x 2