

## **Contest Training – At the Venue Before the Contest**

Let the letter **t** represent the start time of the first contest.

- t** – 1.5 hours      Open room
- Set up the physical environment
- "Toastmaster" signs outside venue
  - registration table
  - opportunity drawing tables
  - food and beverage tables
  - audience seating arrangement
  - any audio equipment
  - American flag
  - Area and/or Division Banners
- t** – 1 hour      Open registration
- Registration table should have two copies of list of people who registered for the event. Amount paid for each attendee must be recorded.
- Registrars check off attendee names of those on the Protocol List.
- Sergeants at arms and Chief Judge choose sequestration area for Evaluation (or Table Topics) contestants; ensure sequestered contestants cannot hear contestant who is speaking
- t** – 45 minutes      Chief Judge briefs contest masters, timers, sergeants at arms, and announcer of contest winners
- t** – 30 minutes      Chief Judge briefs judges and ballot counters
- Contest masters brief contestants, draw for speaking order, have each contestant fill out Eligibility form (Item 1183)
- Evaluation contestants each receive Evaluation Contestant Notes (Item 1177) form and a pen and clipboard
- Contest masters give filled-out speaker Eligibility forms to Chief Judge
- Contestants receive opportunity to test wireless microphone, if applicable
- Opportunity drawing ticket sales start
- t** – 2 minutes      Sergeant at Arms gives 2-minute warning; asks attendees to be seated
- t**      Sergeant at Arms calls for group to come to assembly and introduces either Area Director (area contest) or Division Director (division contest)