

# Contest Resources

Available on District 10's Contest Page: <https://district10.org/district-online-contests-best-practices/>

## Contest Preparation

- **Contest Roles and Their Responsibilities** (A table listing all contest officials and their responsibilities)
- **Online Contest Checklist** (A spreadsheet with a list of all the steps you need to take before, during, and after the contest, listed with person responsible and helpful resources)
- **Contest Rulebook** (The official rulebook of Toastmasters International. This contains instructions and rules for conducting contests at all levels)
- **How to Run an Online Club Contest** (Slideshow from a training webinar covering contest planning basics and a focus on adaptations needed for Zoom contests)
- **Zoom Actions to Take during Club Contests** (a 1-page graphic showing key moments during contest and the Zoom hosts' actions at those times)
- **Online Speech Contest Best Practices** (A guidebook from Toastmasters International with 10 pages of helpful checklists for what contest officials need to do before, during, and after speech contests held in Zoom)

## Materials Used during Contests

- **Essential**
  - Contest Slide Presentation (download and update it with your contest info)
  - Contest Master Script (download and update it with your contest info)
  - Chief Judge Script (download and update it with your contest info)
  - Zoom Master Script
  - Timer Backgrounds (download)
  - Speech Contest Kits
    - International (link takes you to collection of all necessary contest forms, certificates, and materials on Toastmasters International site)
    - Tall Tales (link takes you to collection of all necessary contest forms, certificates, and materials on Toastmasters International site)
- **Optional but Helpful**
  - List of Dignitaries (not provided but you could prepare from Contest Slide Presentation)
  - Participation Certificates and Awards (these are also included within the District 10 Contest Slide Presentation template)

## Training: these training materials reflect the Zoom environment

- **The Contest Master and Chief Judge** (slideshow with instructions for these roles)
- **Chief Judge and Judges Training** (video of interactive training session; 1 hour 30 minutes)
- **Judge, Timers & Ballot Counters** (slides from bigger CM /CJ slideshow; those related to J, T, BC)
- **Sergeant-at-Arms** ((slides from bigger CM /CJ slideshow; those related to SAA)

- **Why Compete in a Speech Contest?** (a video of Toastmasters presenting reasons to compete as well as helpful hints for competing in Zoom; 1 hour)

#### **Training on Using Zoom**

- **Zooming Your Way as a Contestant!** (slideshow with basic Zoom instructions for contestants)
- **Zoom Basics** (slideshow with basic Zoom instructions for Toastmasters meetings)
- **Zoom Advanced** (slideshow with abbreviated basic Zoom instructions for Toastmasters meetings plus instructions for Zoom host)