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E1 [International] General

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- ① Organize a committee
- ② Assign each role
- ③ After deciding the following items, make the program, the invitation mail and the contest flier (See the section of "Program")
- ④ Send out an invitation mail to all club presidents concerned
- ⑤ Make a list of attendance
- ⑥ Prepare for the contest equipment

Area Contest	Division Contest	common	notes
Responsible person : Area Director	Responsible person : Division Director		
★ In preparing for each contest, you have to consult each Director.			
★ Decide the date of the contest, reserve a venue as soon as possible and conduct a rehearsal two weeks prior to the contest at the same venue. If it's not possible, rehearse in the club meeting or on the date of the contest.			
① Organize a committee			
members			★ Contest Chair can concurrently serve as MC.
② Assign each role			
1. Roles for the contest			
Contest Toastmaster (MC)	Contest Chair	Chief Judge	★ A member can serve the same role in both Japanese and English contest.
Interviewer	Two Timers	Three Ballot Counters	★ Select two Timers and three Ballot Counters from the different clubs. The contest host club's president may ask the other clubs to select each role-takers.
2. Roles for the management			
Treasurer	Secretary	SAA	The detailed explanation is provided in each tab.
Reception	Party	Photographer	
SAA at the preparation room	SAA for setting up the stage	Stage SAA	
Banner	SAA for amplifying equipment	Drink & Snack	
Guide			
※ You can assign some roles, such as making a contest flyer and reserving a party place, to members who will be absent from the contest.			
③ After deciding the following items, make the program, the invitation mail and the contest flyer (See the section of "Program")			
Items need to be decided	The date of the contest.	The venue of the contest.	★ The contents of the program: Consult with Directors as to who makes an address or how to select guests.
	The contests of the program	The author of the program	★ You need to fix the contest fee, which should meet all expenses. You may collect the contest fee either from clubs or individually.
	The contest fee (This contest fees must cover all expenses on the contest)		
	The author of the invitation card: Club president or Contest Chair	The author of the contest flier	★ Don't collect the contest fee from the contestant.
	Whether holding a party or not. If you plan a party, choose its venue and cost.	Conduct of the contest by SAA	★ The fee for the party is not included in the contest fee.
Trophy with TMI's logo (Division contest only)			
④ Send out an invitation mail to all club presidents concerned			
★ Decide whose name(s) to be written in an invitation mail	Consulting with the member concerned whose names are written in the invitation mail.		★ Ask them to bring their name cards, or prepare some blank name cards in case they forget to bring theirs.
Examples	1. only the club president's name 2. only the Contest Chair's name 3. relevant Director's name, the club president's name and the Contest Chair's name 4. club president's name and the Contest Chair's name		★ If you plan to hold a party, specify its details such as the starting time, the venue and the fee. You can download Contest Kits from TMI site.
★ Send it to the club president. (at least 2 ~ 6 weeks prior to the contest)	Don't forget to mention the deadline for informing the contestant information and application form		 <p>Sample: Contest Banner</p> 
⑤ Make a list of attendance			
★ Usually, the club president should collect the information from other clubs and their relevant Directors			
⑥ Prepare for the contest equipment			
Contest Kits except for club contests	● Speech Contest Rulebooks (Item 1171)		
	● Certifications of Eligibility and Originality (Item 1183)		
	● Judge's Certification of Eligibility and Code of Ethics (set of 10) (Item 1170)		
	● Time Record Sheets and Instructions (Item 1175)		
	● Judge's Guides and Ballots (set of 10) (Item 1172)		
	● Tiebreaking Judge's Guides and Ballot (Item 1188)		
	● Counters' Tally Sheets (Item 1176)		
● Speech Contest Profile (Item 1189)			

	<ul style="list-style-type: none"> ● <u>Notification of Contest Winner (Item 1182)</u> ● <u>Speech Contest Certificates (set of 8) (Item 510K)</u>: You can download them from D76 website. District Officers will give instruction on whether to download certificates or to use those provided District 76. <ul style="list-style-type: none"> · Participation · 1st Place · 2nd Place · 3rd Place ● <u>Trophy (Division Contest only)</u> 	<p>Don't forget to prepare for a bag to collect the comment sheets</p> <p>★ Division Contest only</p>																
the venue	<table border="1"> <tr> <td>PC</td> <td>projector</td> <td>screen</td> <td>a contest banner</td> </tr> <tr> <td>2 hand microphones</td> <td>1 pin microphone</td> <td colspan="2">stopwatch, color paper</td> </tr> <tr> <td>the place to display each club banner</td> <td>the place to collect comment sheets</td> <td colspan="2">Indication of the designated seats (contestant, guests, Chief Judge or Timers etc:..)</td> </tr> <tr> <td>the place to serve snacks and drinks (if permitted to bring them to the venue)</td> <td>paper cup and paper tray</td> <td colspan="2">garbage bag</td> </tr> </table>	PC	projector	screen	a contest banner	2 hand microphones	1 pin microphone	stopwatch, color paper		the place to display each club banner	the place to collect comment sheets	Indication of the designated seats (contestant, guests, Chief Judge or Timers etc:..)		the place to serve snacks and drinks (if permitted to bring them to the venue)	paper cup and paper tray	garbage bag		<p>Distict candidate's election campaign poster</p> 
PC	projector	screen	a contest banner															
2 hand microphones	1 pin microphone	stopwatch, color paper																
the place to display each club banner	the place to collect comment sheets	Indication of the designated seats (contestant, guests, Chief Judge or Timers etc:..)																
the place to serve snacks and drinks (if permitted to bring them to the venue)	paper cup and paper tray	garbage bag																
the reception	a list of attendance / program / comment sheet / receipts / a box / change / ribbons or corsage for contestants																	

SPEECH CONTESTS FAQ

<http://www.toastmasters.org/Footer/FAQ/Speech%20Contests>

J2 /E2 【国際】プログラム例【International】 program example

* Program *	
<p>12:30 Registration 受付 </p> <p>12:50 Briefing フリーフィン</p> <hr/> <p>13:15 Call to Order 開会</p> <p>Welcoming Address Division x Director xxxxxxxx 歓迎の挨拶 ディビジョン xxディレクター xxxxxxxx Greeting District 76 Director xxxxxxxx 来賓挨拶 ディストリクト76ディレクター xxxxxxxx</p> <p>13:25 日本語コンテスト コンテスト規則説明 日本語コンテスト xxx 出場資格報告 審査員長 xxxxxxxx</p> <p style="text-align: center;">* 出場者 *</p> <p>() xxxxxxxx タイトル「 」 () xxxxxxxx タイトル「 」</p> <p>参加証授与 日本語コンテスト委員長xxxxxxx 出場者へのインタビュー インタビュアー xxxxxxxx 表彰式 ディビジョン xx ディレクター xxx</p> <p>14:35 Intermission 休憩</p>	<p>14:50 English Speech Contest Explanation of Contest Rules Master of English Contest xxxxxxxxxxxx Judge Verification Chief Judge xxxxxxxxxxxx</p> <p style="text-align: center;">* Contestants *</p> <p>() xxxxxxxx Speech Title " " () xxxxxxxx Speech Title " "</p> <p style="text-align: center;">Presentation of Certification</p> <p>Interview English Contest Chair xxxxxxxxxxxx Award Presentation Interviewer xxxxxxxxxxxx</p> <p style="text-align: right;">Division xx Director xxxxxxxxxxxx District 76 xxxxxxxxxxxx</p> <p>16:10 Special Announcement District 76 xxxxx xxxxxxxx ディストリクト76秋季大会のご案内</p> <p>ディストリクト76xxxxxxx Closing Address President of xxxxxxx TMC xxxxx</p> <p>閉会挨拶 xxxxxxTMC会長 xxxxxx</p> <p>16:30 Adjournment 閉会</p>

Division F International Speech Contest 使用プログラム参照

★注) 出場者の所属クラブは記入しない。スピーチタイトル記入欄のみ設ける。
 Don't clarify the contestants' club names.

★表紙、裏表紙の記載事項 / Cover •Back cover

- 表紙
Cover コンテストタイトル、日時、会場名 The contest title, date and venue
- 裏表紙例
Back cover コンテスト主催スタッフの役割、氏名 The roles of contest officials and their names
- 懇親会会場の時間、場所、地図 The information on the party (starting time, place and map)

E3 [International] Contestant

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Common	Area Contest	Division Contest	Notes
Eligibility for contestants			<p>★A charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement. The club must have been officially chartered before the area contest.</p>
A contestant must:			
<ol style="list-style-type: none"> 1. Be a member of good standing 2. Have already paid due(s) 3. Have completed at least 6 speech projects in <i>the Competent Communication manual</i> prior to the club contest 			
Rules for inadequacy to be a contestant			
Refer to the contest rule book about ineligibility to compete in the contest			
How to select contestants			<p>A disqualified contestant in a club contest must not be a substitute for the primary contestant in any case.</p>
Each club in good standing is permitted to choose its contestant for each area speech			
Club can select contestants out of recommended or self appointed applicants			

the number of contestant				
Area Contest	the number of clubs in the Area	4 or less	2 contestants from one club	<p>Even when there are some clubs which will not attend the contest, these clubs must be counted as active clubs in the Area. For example, if one Area has 5 clubs, including one club that does not participate in any contest, the number of contestants from each club in this Area is one, not two.</p>
		5 or more	1 contestant from one club	
Division Contest	the number of Areas in the Division	4 or less	2 contestants from one Area	
		5 or more	1 contestant from one Area	

things that the contestant should prepare for.

<p>1 Each document below is sent by the Contest Chair two or three weeks prior to the contest.</p> <ol style="list-style-type: none"> ① Certifications of Eligibility and Originality (Item 1183) ② Contestant Biographical Information Sheets (Item 1189) ③ Questionnaires on your speech environment (see the sample form of E4 Contest chair): <p>2 Fill in each document. Send them back to the Contest Chair or bring them on the date of the contest.</p> <p>3 Check the information of the Contestant Briefing (the meeting place and time). Don't be late for it.</p>	<p>The contestants who don't submit all the documents cannot compete in the contest.</p> <p>Contestants are briefed on the rules by the Contest Chair. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.</p>
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general instructions for contestants

The contestant who proceeds to the next level contest should tell the Contest Chair about all club names that he or she belongs to.	
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Important question

<p>Q9. I am going to provide an educational workshop at the next district conference, and I just won the division contest and want to proceed to the district contest. But someone said that I am not eligible to compete at the district contest. Is this true?</p> <p>A9. It is true. The same rule also applies for both area and division if there is a workshop. Please note that if you are a Japanese workshop presenter and a contestant in English speech contest (or vice versa) in the SAME event, you are not allowed to take both roles.</p>

E4 [International] Contest Chair

Prior to the contest		Notes
★ It is highly recommended that you reserve two rooms: one is for the contest venue and the other for the briefing.		
★ Ask the contestant's name, address, e-mail address and telephone number:		
Area Contest	Division Contest	
Of each club's president.	Of Area Contest Chief Judge using Notification of Contest Winner.	
★ Send each document to the contestants (you may attach them to email) and notify the contestants of the time and place of the contest and pre-contest briefings.		
1 Inform of the time and place of pre-contest briefing		Ask the contestants to send no. 2 and 3 documents back to the Contest Chair or bring them on the date of the contest. It is a good idea you prepare for extra copies of documents. If a contestant forgets to bring them, you can use these extra copies of documents.
2	Certifications of Eligibility and Originality (Item 1183) ⇒ After verifying it, give it to the chief judge	
3	Contestant Biographical Information Sheet (Item 1189DCD) ⇒ After verifying it, give it to the interviewer.	
4	Questionnaires for the speech environment (See the attached sample) ⇒ Sharing the provided information with SAA, arrange the contest place.	
5	Write down the name of the contest, the date and sign your name on the Contest Certification.	
★ Notify the officials and the contestants of the time and place of the contest and the contestant briefing. (Contestants, Contest SAA)		
On the day of the contest / Before the contest starts		
★ Determine the exact speaking area		Let Chief Judge know about the exact speaking area
★ Get Area Director / Division Director to subscribe their names to the Notification of Contest Winner.		
★ Collect from the contestants.	1 Certifications of Eligibility and Originality (Item 1183) 2 Contestant Biographical Information Sheets (Item 1189)	After verifying it, give it to the interviewer
★ Contestant Briefing in company with SAA		
1	Check Certifications of Eligibility and Originality (Item 1183)	
2	Confirm the timing rules and the speaking area. All contestants, the chief judge, voting judges and the tiebreaking judge will be advised of the speaking area before the contestant briefing begins.	Contestant Briefing Script Sample (67.8 K B)
3	Confirm the contestant's name and their preferred equipment. (Refer to the questionnaires provided in advance)	
4	Draw for the speaking positions.	
5	All equipment shall be available for the contestants to practice with prior to the contest.	
On the day of the contest / During the contest		
★ Contest script in case that Contest Chair serves concurrently as MC		International Speech Contest Script 2016
1	Distribution of certificates Give the contest certification to each contestant after calling each name, and shake hands.	When the last contestant finished speaking, the contest chair will ask for silence until the ballot counters have collected all ballots.
2	Interview Interview each contestant.	
3	Announcement of winners Collect the contest results from the Chief Judge. Announce if time disqualification(s) occurred, but not name the contestant(s) involved. Then announce the winners of the contest in reversed order (third place, second and lastly winner). With four or fewer contestants, only a second-place & first-place winner will be announced.	
Attention Even if there is only one contestant, if he / she does not satisfy the timing rules, originality or eligibility, he / she will be disqualified.		
★ In case that both Contest Chair and MC are assigned.		Area Contest Only certifications are awarded, no trophy.
		Division Contest Certifications and trophies will be awarded.
1	Distribution of certificates MC calls each contestant's name, and Contest Chair gives the contest certification.	Assign a role to each: the guest from District awards a trophy and District Director awards a certificate.
2	Announcement of winners Collect the contest results from the Chief Judge. Contest Chair announces the contest results as mentioned above. ?	

After the contest

Contest winner's report	Hand all documents about the winners to the chief judge.
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Questionnaires on your speech environment

2016 District 76
 x x x Contest
 Contest Chair x x x

Please express your request about the favorable speech environment *Deadline: ●●●
 Tick off the items you desire

1. Will you use the lectern?
 Yes (please explain in detail how to arrange it)
 No (take it away)

2. Which type of microphone do you prefer?
 a microphone with a stand
 portable microphone
 clip-on microphone

3. Do you need a whiteboard with black, red, and blue markers?
 Yes (please explain in detail how to arrange it)
 No

4. Will you use both a projector and a screen?
 Yes (a projector, a screen, and a computer) (Could you send a data to Contest Chair in advance)
 Yes (only a projector and a screen. I will bring my own computer) (the name of the connection terminal []))
 No

5. If you have any request about tables or chairs, give specific details including their positions.

6. Will you consent to these requests: the contest officials take your photos and record your speech with the digital device?
 About this issue, please look at "2016 Guidelines on Audio/Video Recording and Consent Forms for Release of such Recordings," and fill out the forms required according to these guidelines.
<http://www.district76.org/en/global-image/units/upfiles/8880-1-20160208123502.pdf>

7. Will you agree that your photos taken in the contest will be put on the website?
 Here are the websites: club homepage, D76 page on the Facebook.
 We are not going to open your recorded speech.
 Yes
 No
 I will answer this question after the contest finishes.

8. Please fill in any request or questions, if you have.

[Notice]
 An unfair practice by using the digital devices such as smartphone or tablets is strongly prohibited.

Thank you for your cooperations.
 Your name

E5 [International] /Chief Judge		Area Contest	Division Contest	Notes
		General		
About two weeks prior to the contest				
Appoints voting judges and a secret tiebreaking judge.				
1	Voting Judges	<ul style="list-style-type: none"> ● Voting Judges at all levels shall remain anonymous when practical. 		
2	Tiebreaking Judge	<ul style="list-style-type: none"> ● The Chief Judge selects a member to act as Tiebreaking Judge. The identity of the Tiebreaking Judge is secret. The Tiebreaking Judge does not attend the judge's briefing. 		
Judges must meet all eligibility requirements identified below				
<ul style="list-style-type: none"> ● Have completed a minimum of six speech projects in Competent Communication. 				
<ul style="list-style-type: none"> ● Six speeches are not always required for Area Contest, if difficult. 				
<ul style="list-style-type: none"> ● Attending a seminar for judging is not necessary but preferable. 				
<ul style="list-style-type: none"> ● At a club contest, be a member in good standing. 				
<ul style="list-style-type: none"> ● At an area, division, or district contest, be a member in good standing for a minimum of six months. 				
specified number of voting judges				
Area Contest		Division Contest		
an equal number of Voting Judges from each club in the area, or a minimum of five Voting Judges.		an equal number of Voting Judges from each area in the division, or a minimum of seven Voting Judges.		
<ul style="list-style-type: none"> ● All clubs, including a club in which a contestant is a member, should choose appropriate numbers of judges. All clubs should be dealt with fairly. 		<ul style="list-style-type: none"> ● No Chief Judge, Voting Judge or Tiebreaking Judge shall be a member of any club in which a contestant is a member. Check whether a contestant belongs to several clubs in advance. 		President of a host club can ask other clubs to choose counters and timers.
Select the Ballot Counters and Timers				Members in a host club can take a role as timers.
Two timers				Choose all of them from different clubs, if possible.
Three Ballot Counters				
After selecting Judges				Possible to attach them to email when sending to the Judges.
Distribute the following to each Voting Judge in advance				
<ul style="list-style-type: none"> ● Speech Contest Rulebook 				it is better to ask all judges to send back Judge's Certification and Code of Ethics ; however, it is also no problem if they bring them on the date of the contest.
https://www.toastmasters.org/~media/3117F77BBF4D430B8A403ECECDD5F99F.ashx?la=en				
<ul style="list-style-type: none"> ● Judge's Certification of Eligibility and Code of Ethics (Item 1170DCD) 				For the judges who forget to bring them, it is a good idea to prepare for the extra copies of documents.
http://www.toastmasters.org/~media/470F9B635CA64EF78A873C5F98114159.ashx				
<ul style="list-style-type: none"> ● For all Judges, ensure that they complete the Judge's Eligibility form (1170) and return it to you. 				
Inform the attendees for the judge briefing of the contest date and the briefing time, and ask them to read the Contest Rulebook carefully.				
Judges, Timers and Ballot counters				
On the date of the contest / Before the contest				★ Don't call for all of the judge members in the place where contestants are.
Verify the exact speaking area with the Contest Chair				
Before the contest, Voting Judges, Ballot Counters, and Timers are briefed on their duties by the Chief Judge.				
Judge's Briefing Script				
http://www.district76.org/en/global-image/units/upfiles/8280-1-20140204113054.pdf				
Each Voting Judge receives the appropriate ballot for the contest and an envelope.				
Verify the Judge's Certification of Eligibility and Code of Ethics submitted by all judges.				
<ul style="list-style-type: none"> ★ Chief Judge shall provide a Tiebreaking Judge's Guide and Ballot to the Tiebreaking Judge before the beginning of the contest. The Chief Judge personally collects the Tiebreaking Judge ballot, which must contain all contestants ranked in order by the Tiebreaking Judge. 				
During the contest				

<ul style="list-style-type: none"> ● Open the contest after informing the audience that the Contestant's eligibility and originality are checked and the Voting Judges, timers and tally counters got the briefing.
<ul style="list-style-type: none"> ● After all speeches, collect the ballot sheet of Tiebreaking Judge personally and the timer's report sheet and move to another room.
<ul style="list-style-type: none"> ● Confirm the result whether being qualified or disqualified.
<ul style="list-style-type: none"> ● Check Judge's signature on the ballot sheet.
<ul style="list-style-type: none"> ● Check the invalid ballot on which the Judge's name is not written.
<ul style="list-style-type: none"> ● Oversee the counting process. Sees that all ballots are counted twice to ensure accuracy.
<ul style="list-style-type: none"> ● Count totals must be verified by all ballot counters before results are entered on the sheet.
<ul style="list-style-type: none"> ● In the event of a tie, the Chief Judge will consult the Tiebreaking Judge's ballot.
<ul style="list-style-type: none"> ● The tied contestant who received the highest ranking on the Tiebreaking Judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
<ul style="list-style-type: none"> ● Fill in the winners' names on the certification.
<ul style="list-style-type: none"> ● The Chief Judge records the names of winners in reverse order on a separate sheet of paper and give it to the contest chair. Provide a list to the contest chair showing placement of all contestants.
<ul style="list-style-type: none"> ● All ballots and the tally sheet will be kept by the Chief Judge until after the winners have been announced.
<ul style="list-style-type: none"> ● Resolve any eligibility or originality protests that may arise.
After the contest
<ul style="list-style-type: none"> ● After the winners have been announced, the Chief Judge will destroy all ballots, the timing record, and the tally sheet.
<ul style="list-style-type: none"> ● The Chief Judge records the ranking of all contestants on the Notification of Contest Winner form (Item 1182), which is submitted to the contest chair of the next level.

You can download them from TI website or D76HP free of charge. <http://www.district76.org/en/resources/contest-op.html>

For all contests Speech Contest Rulebook (Item 1171)

<http://www.toastmasters.org/~media/3117F77BBF4D430B8A403ECECDD5F99F.ashx>

International Speech Contest Judge's Guide and Ballot (Item 1172)

<https://www.toastmasters.org/~media/A26980987C5643BBAFB6F9FA367A6F65.ashx?la=en>

Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)

<http://www.toastmasters.org/~media/33C68C25AF8D45688D9E7203825DFA57.ashx>

Counter's Tally Sheet (Item 1176)

<https://www.toastmasters.org/~media/F1586830529047B5A2325167B925D4B1.ashx?la=en>

Notification of Contest Winner (Item 1182)

<https://www.toastmasters.org/~media/4D1253D1530041C29F5989DB7E33F579.ashx?la=en>

Judge's Certification of Eligibility and Code of Ethics (Item 1170DCD)

<http://www.toastmasters.org/~media/470F9B635CA64EF78A873C5F98114159.ashx>

Tiebreaking Judge's Guide and Ballot

International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188DCD)

E6 [International] Contest Sergeant At Arms and Others

Prior to the contest				
1	Decide the contest venue	Reserve the venue as soon as possible. If possible, reserve the venue for two days (two times) : ①to use for rehearsal (for about two hours two weeks before the contest. If it's difficult, make use of the club meeting or the time before the briefing starts) ②to host a contest		
2	Assign the roles	SAA	PC	Stagehand and Microphone Photographer
3	Engraving the trophy (Division Contest)	Decide letters to be engraved / Decide the print agent / Ask the estimate / Place an order		

Sample→



On the day of the contest / Before the contest starts						
1	Setting	★ Banner	Post the contest banner	Post the clubs' banners	Return banners	
		★Contest SAA	Set MC desk.	Set tables and chairs for the audience	Designate seats for the guest, contestants, and timers.	
			Attend the briefing on their duties by the Contest Chair.			
		★Stagehand	Attend the contestnat briefing. Do the mike test.			
			Arrange the contest environment with reference to the "Questionnaires for Speech Environment" and the requests from the contestants in the briefing session.			
			Share the information with Contest Chair, according to the next contestant's waiting position.			
			PC	Projector	Screen	
		With reference to the contestant's request, set chairs, a whiteboard, and a lectern.				
		★Microphone	Attend the contestnat briefing. Do the mike test.			
			Prepare for a microphone (for MC, Contestants, and Interviewers).			
2	Access to the venue	If necessary, display the road guidance to the venue.				
3	Receptionist	attendance list, program, receipt, blank name tag				
		Please ask participants to bring their name cards, or prepare some blank name cards in case they forget to bring theirs. Hand in ribbons or corsages to contestants.				
4	Drink & snack	Serve foods and drink to the attendees. Don't forget to prepare for the dust box or the trash bag.				

During the contest		
1	Contest SAA (at lease two)	Whether the waiting room is provided or not, you should spend time with contestants during the contest.
2	Ballot Counters (at least two)	Collect ballot sheets from all Judges, and then ask the Chief Judge confirm that all ballot sheets are collected. If so, either Chief Judge or Ballot Counter inform the contest MC of it. This is the time that the audiences can break the silence.
3	Timers (two)	When the last contestant finishes speaking, in addition to one-minute judging time, the Contest Chair will ask for silence until the Ballot Counter have collected all ballots. Thus, it is not necessary to measure the judging time after the last contestant speaks.
4	Usher / Doorman	Close the doors during the contestants' speeches.
		Escort contestants or guests to the venue.
5	Stage management	Arrange the stage according to answers on the "Questionnaires for the Speech Environment" or requests made during the contestant briefing. Prepare for microphone and PC.
		With reference to the contestant's request, prepare for each equipment.
6	Microphone	Deliver the microphone to the contestants.
7	Photographer	Refer to the "Photograph and Video Release Form."
8	Interviewer	Interview each contestant.

After the contest				
	Return the clubs banners.	Clean the room.	Remove posters etc.	Collect garbages.
	Final check			

Annoucement for the party				
	Party organizer	MC	Treasurer	Ask someone to give a toast.