

## **Contest Chair briefing for contestants:**

Key points:

Check forms and ensure you have the following for each contestant. Forms should be signed, complete and legible.

- Certification of Eligibility and Originality (Item 1183)
- Speech Contestant Profile (Item 1189)

Clarify speaker eligibility parameters:

- L1 and 2 in any path; or
- For members before October 2017 only: 6 CC speeches completed
- member in good standing (paid up) at every stage of the contest
- cannot compete in more than one area contest even if in different divisions or districts

Remind members to review the contestant speech info pg 15-16 regarding lighting, audio, video, etc.

Verify speaker name and speech title, and pronunciation of both

Clarify speech requirements:

- confirm speaking area – must be visible on camera at all times, full upper body visibility overall
- test lighting, audio and video and ensure functionality and user capability
- timing: disqualification will result if a speech is less than 4:30 or more than 7:30
- originality: maximum 25% from other (quoted, cited) sources, sources must be specified
- props: confirm contestants who have notified as to use of props. These must be set up in the 1-minute period between speeches

Review contingencies in case of technical difficulties (Contingencies document).

Draw for speaking order – a visual/physical draw (ie names from a hat) is preferred to digital randomizer tools

Explain basis for protest:

- by voting judge or contestant only
- originality, eligibility, reference to another's speech at this contest
- must be made before winners are determined