Confirm all information on the Contestant’s Profile form, including the contact information.

**Verify the correct pronunciation of the Contestants name and their Speech Title.**

Review the Speech Contest rules.

 Speech must be substantially original.

 i.e. 25% or less can include quoting, paraphrasing, or references, and these must

 be so identified during the speech presentation.

 All Contestant must speak from the same platform or area so designated.

 Use of the lectern is optional.

Review Speakers Certification of Eligibility and Originality (Item 1183).

 Remind speakers that, by signing this form, they certify that they have read and understand the rules regarding eligibility and originality.

Clarify the procedure when any protests are lodged and by whom.

 Protests are limited to Judges and Contestants only.

 Protests must be lodged prior to the announcement of the winner.

 The contest chair can disqualify a contestant on the basis of eligibility.

 Before being disqualified on the basis of originality, the contestant will be given the opportunity to respond to the voting judges.

 A majority of judges must concur in the decision to disqualify a contest.

Review the position of the timing lights or cards, and the timing protocol.

Review the speaking area and staging.

 This would include acquainting contestants with the positioning of the lectern, etc.

 and any further limitations that may be appropriate.

Provide contestants with the opportunity to test any amplifying equipment beforehand.

Review with the Contestants, the appropriate steps to ensure an acceptable use of Props.

 Advise that the Contest Chair or any other contest official will not assist with Prop.

 Contestant may elect to have someone help with their props.

 Consider any venue restrictions on the Props.

 Set up during the minute of silence prior to the Contestants speech, and removed during the minute of silence following the Contestants speech and demonstrate to the

 Contest Chair that this will be possible. If not the Prop cannot be used.

Discuss with the Contestants the procedure of the interview and presentation of the participation certificates, and the award ceremony.

Draw for speaking position.