

Lions Clubs International



Multiple District "A"

Effective Speaking Contest Manual
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PURPOSE OF THE CONTEST

The contest is to provide an opportunity for competitive effective speaking and to stimulate self-expression and independent thinking among students.

The Lions Clubs of Multiple District "A", by participating in this contest, afford students in their area a chance to participate in a province wide Effective Speaking Contest, held in both the English and French languages

MULTIPLE DISTRICT "A" EFFECTIVE SPEAKING CONTEST

The Multiple District "A" Effective Speaking Contest will be held, when possible, on the first Saturday in May of each year at a place recommended by the Multiple District "A" Effective Speaking Committee and approved by the Multiple District "A" Council of Governors.

The Multiple District "A" Effective Speaking Coordinator will be in charge of this Contest and with his/her committee shall conduct the contest in accordance with the rules and regulations as outlined.

A Contestant attending the Multiple District "A" Effective Speaking Contest must be accompanied by a Lions member of the District which they represent and a parent and/or guardian. The sponsoring Lions Clubs and/or Districts shall be responsible for paying expenses of authorized contestants.

PRELIMINARY (Schools, etc), ZONE, REGION and DISTRICT CONTESTS

Lions Clubs and Lioness Clubs may organize a Speaking Contest for students in schools, home schools and Youth Organizations based on the rules outlined. The winners in these categories are eligible to compete at the Club, Zone, Region or District Contests.

MULTIPLE DISTRICT "A" EFFECTIVE SPEAKING CONTEST RULES

ELIGIBLE CONTESTANTS

The Contest is open to students in schools, home schools and Youth Organizations within Multiple District "A".

The Contest is held in two categories, English and French. Each category consists of three grade divisions:

Junior	Grades 4, 5, 6
Intermediate	Grades 7, 8, 9
Senior	Grades 10, 11, 12

No first place winner of a previous Multiple District "A" Contest will be allowed to compete in future Contests in the same category and division. Contestants may move up a division, or to the other category (English/French) in their grade appropriate division. Contestants must be in one of the indicated grades for a division to compete in that division.

Contestants may only compete in one category and one division in any one year.

Contestants will draw a number within their division; this number will be the order of contestants presenting their speech. This number will be their only identification for judging and reference purposes, until the conclusion of all judging. This number will be provided by the Host Committee.

A Lions Club may sponsor a contestant in each category and division, for a possible total of six contestants, who may compete in a Zone, Regional or District competition.

Contestants in areas where there is no Lions/Lioness Club, and who wish to compete, may be sponsored by a nearby Lions/Lioness Club.

PREPARED SPEECH

The contestant selects his or her own subject, partisan politics and sectarian religion alone excepted. The prepared speech must be the original work of the speaker. A contestant must not use any editorial for a topic, but may use extracts from an editorial provided said extracts are treated as quotations.

JUNIOR: The speech shall be at least three (3) minutes in length, but shall not exceed five (5) minutes.

INTERMEDIATE AND SENIOR: The speech shall be at least five (5) minutes in length but shall not exceed seven (7) minutes.

A penalty of one point for every fifteen (15) seconds or portion thereof, under or over the time limitation will be imposed and will be deducted from the aggregate total of the judges' points for that contestant.

IMPROMPTU SPEECH (Intermediate and Senior divisions ONLY)

Each contestant (Intermediate/Senior) shall be required to give an Impromptu Speech at least 2 minutes in length, but not exceeding 3 minutes. A penalty of one point for every fifteen (15) seconds or portion thereof, under or over the time limitation will be imposed and will be deducted from the aggregate total of the judges' points for that contestant.

Each contestant will select a topic from a group of pre-selected subjects on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and the contestant must speak on this subject. Their first selection will be withheld until the second selection is made. All contestants within a division will draw from the same group of topics. All topics that are drawn will be concealed when the contestants are making their choices.

No reference materials will be accessible to the Contestants in the Impromptu Preparation Room. (e.g. French-English Dictionaries). Electronic devices will not be allowed in preparation of the Impromptu speech, unless specifically approved by the Multiple District "A" Effective Speaking Coordinator; such circumstances to be considered on a case by case basis.

Immediately after selecting the subject, the Contestant will be allowed 15 minutes to prepare his/her speech. The Contestant will be given notification at the 12 minute and 14 minute mark.

At the end of the 15 minute period, pencils will be removed and a further 5 minute study period will be given, after which the Contestant's notes will be placed in a sealed envelope.

The Contestant shall ensure that their Number, their Impromptu Topic and their Category/Division are on the outside of the envelope.

The envelope containing the Impromptu Speech notes will be delivered to the Room Chair, who will read out the topic chosen and give the written notes to the speaker for reference.

No communication regarding their chosen topics will be permitted during the course of the competition.

DELIVERY OF SPEECHES

Brief notes may be referred to, but frequent references shall be reflected in the scoring of the Contestant.

Use of a speaker's stand or podium is not permitted.

Props or aids (e.g. clothing, uniforms, equipment, signs, etc.) shall not be used, if such are used it will be reflected in the scoring. Excessive pauses during the presentations will be reflected in the scoring. "Mime" is not to be used.

Infractions of the rules will be reflected in the scoring of the Contestant.

TIMERS

The timer will caution the Contestant of the amount of time elapsed in the following manner.

PREPARED SPEECH

Junior Division

The Timer will stand at the end of three (3) minutes until recognized by the Contestant, then sit down. At the end of five (5) minutes, the Timer will stand and remain standing until the Contestant has finished.

Intermediate/Senior Division

The Timer will stand at the end of five (5) minutes until recognized by the Contestant, then sit down. At the end of seven (7) minutes, the Timer will stand and remain standing until the Contestant has finished.

IMPROMPTU SPEECH

The Timer will stand at the end of two (2) minutes until recognized by the Contestant, then sit down. At the end of three (3) minutes the timer will stand and remain standing until the Contestant has finished.

BRIEFING THE CONTESTANTS

Electronic devices i.e. cell phones, tablets, cameras, pagers, etc. shall not be in the contestant's possession. Failure to comply with this regulation will result in disqualification from the Contest. Other members of the audience must ensure that their electronic devices are turned off and not visible. Failure to comply will result in their being required to leave the room.

Contestants will have the day's procedures and timelines explained.

Contestants will be briefed on the Contest Rules and Regulations.

AWARDS

Prizes will be awarded at the conclusion of the Multiple District "A" Final Contest on the following basis:

Senior and Intermediate:		
1st Prize in each division		\$1000.00
2nd Prize in each division		\$ 500.00
3rd Prize in each division		\$ 200.00
Junior:		
1st Prize in each division		\$ 500.00
2nd Prize in each division		\$ 200.00
3rd Prize in each division		\$ 100.00

The Multiple District "A" Final Contest winners may be guests at the Multiple District "A" Annual Convention, at which time they will deliver their prepared speech to the assembled delegates. Each year the winners of both categories (English and French) in one division (Junior, Intermediate, Senior) will be invited to present their winning speech at the MDA Convention. This will follow the rotation of Junior, Intermediate, and Senior starting with the Junior division in the Lions year 2015/2016. In the event a winner is not able to attend the runner up in that division will be invited to attend, continuing in the same division until a Contestant is available.

The following expenses will be paid for the winning contestants and one Parent/Guardian attending the Multiple District "A" Convention. All will be assessed based on Multiple District "A" Rules of Audit.

1. Return Transportation
2. Up to two night's accommodation
3. Meals (per diem amount)

JUDGE'S STANDARD OF EVALUATION

CRITERIA	MARKS
MATERIAL (40 marks)	
SELECTION OF SUBJECT - Is the subject one of general interest or was poor judgment shown in the selection of a topic? How would you evaluate it for timeliness? For the occasion?	10
ORGANIZATION OF MATERIAL - Is a definite plan discernible? Does the speech seem to be well-knit, leading from point to point?	10
INTEREST - Does the speaker get the interest of the audience with his or her first sentence and hold it - or does interest seem to lag?	10
ENGLISH OR FRENCH - Is the vocabulary of the language chosen excellent, mediocre or poor?	10
DELIVERY (40 marks)	
CHANGE IN RATE - Does the speaker show <u>change</u> in the rate at which he or she is speaking? Variation in rate gives life to a speech.	5
CHANGE IN PITCH - Does the speaker show <u>change</u> in pitch? Are the voice qualities pleasant to the ears or harsh and/or grating?	5
CHANGE IN VOLUME - Does the speaker show <u>change</u> in volume from a whisper to considerable volume?	5
EYE CONTACT - Does the speaker look right into the eyes of his or her listeners? Does the speaker look as though he or she actually sees the audience or has the speaker got a faraway look? Does he or she, during the speech, look at all sections of the audience?	5
GESTURES - Mechanical or natural?	5
POSTURE - Is the speaker's posture confident and positive while delivering the speech?	5
ENUNCIATION AND PRONUNCIATION - Is the enunciation clear and distinct or is the speaker careless in this regard?	5
FLUENCY - Does the speaker speak easily and naturally without hesitation ?	5
GENERAL EFFECT (20 marks)	
GENERAL EFFECT OF SPEECH ON THE AUDIENCE - Consider here both the material and the delivery. How effective is the speaker in securing and holding the attention of the audience? Was the speech convincing?	20
IMPROMPTU SPEECH (50 marks)	
Material - Understanding/knowledge	20
Delivery - Presentation (flow)	30
To be judged in general, according to the same division of marks as noted above	
TOTAL SCORE (150 marks)	

Infraction(s) of the rules will be scored accordingly.

MULTIPLE DISTRICT “A” EFFECTIVE SPEAKING COORDINATOR AND COMMITTEE ADMINISTRATION

The Multiple District “A” Effective Speaking Committee’s primary objective is to coordinate and operate the Multiple District “A” Effective Speaking Contest. Their secondary objective is to help the District Chairs with District ES contests.

The Multiple District “A” Effective Speaking Contest will be held, when possible, on the first Saturday in May of each year at a place recommended by the Multiple District “A” Effective Speaking Committee, and approved by the Multiple District “A” Council of Governors. If possible, it shall be held in a different District each year.

The Multiple District “A” Effective Speaking Coordinator will be in charge of this Contest and with his/her committee shall conduct the contest in accordance with the rules and regulations as outlined.

Speaker Safety

Please refer to current Multiple District “A” Policy and Procedures Manual, refer to page 60 “Volunteer Screening” and “Multiple District Youth Programs/Projects/ Initiatives/Screening”.

To ensure safety of all speakers, we endeavour to have a minimum of two Lions supervising in all activities.

MULTIPLE DISTRICT “A” COMMITTEE STRUCTURE

The voting members of the Multiple District “A” Effective Speaking Contest will be: Multiple District “A” Coordinator, Host Club Chair, Secretary, Public Relations Chair, Immediate Past Council Chair and the District Chair from each of the Districts in MDA.

The Multiple District “A” Council Chair will appoint a Coordinator who will preside over the Multiple District “A” Effective Speaking Contest. . All District Governors and Cabinet Members should be encouraged to participate in and support their individual Contests as well as the Multiple District “A” Contest.

The Multiple District “A” Contest Coordinator will appoint a Secretary, Public Relations Chair and any other members as may be necessary to fulfill the obligations of the Contest, subject to the approval of the Multiple District “A” Council Chair.

MULTIPLE DISTRICT “A” CONTEST COMMITTEE RESPONSIBILITIES

Secretary

Shall send notification of scheduled meetings to all Committee members.

Shall attend and record the Minutes of the aforementioned meetings, and distribute the same to all concerned.

Shall record the names of all Multiple District “A” Contest winners and forward those names to the Multiple District “A” Opportunities for Youth Chair.

May assist the Multiple District “A” Coordinator in preparing the final report, a financial report included, for the last Council meeting of the Lions year.

Public Relations Chair

May assist in preparing articles for Club, Zone, Region or District Contests for media publication. Articles could include information about the background of the activity, upcoming Contest locations, past winners, and other pertinent information.

May assist the Multiple District “A” Coordinator in the preparation of promotional materials to be distributed to the District Chairs for their upcoming Contests.

MULTIPLE DISTRICT “A” CONTEST MEETINGS

The Multiple District “A” Contest Committee will meet:

Fall Meeting

At the Host Club location for the Fall Meeting, at which time, an inspection of the Contest facilities should take place. A preliminary report should be given by the Host Club Chair outlining the Club's plans for hosting the Competition. The Contest rules and regulations should be reviewed at this time. It is suggested that the Fall Meeting be held prior to the Council meeting in November.

Bids for upcoming Effective Speaking Competitions will be received at this meeting. The committee will have time to review all bids and make a recommendation to Council.

Winter Meeting

At a Winter Meeting the District Chairs will report on their individual District Contest status. The Host Club Chair should present a report updating the Effective Speaking Committee on the upcoming Contest. It is suggested that the Winter Meeting be held prior to the Council meeting in March.

Final Meeting

The final meeting will be held at the Contest location, on the morning immediately following the Final Contest; time and location to be determined by the Multiple District “A” Contest Coordinator. The events of the Final Contest, Host Club Report, etc. will be reviewed and changes recommend for future contest. These changes can be presented in the final report so that Council may act on these recommendations..

It is hoped that all District Chairs will make every effort to attend the regularly scheduled meetings.

The Council Chair and Opportunities for Youth Chair, as ex-officio members of this Committee, should be notified of all meetings.

MULTIPLE DISTRICT “A” CONTEST FINANCING

It is expected that Multiple District “A”, with the cooperation of the individual Districts, will raise and provide the funds necessary to run the Final Contest and to take selected winners to the Multiple District “A” Convention. These costs include but are not limited to: prize money and contest winners’ attendance at Multiple District “A” Convention.

It is each District Chair’s responsibility to ensure that a portion of funds raised within the District are forwarded to Multiple District “A” to contribute the cost of operating the Multiple District “A” Effective Speaking Contest.

Each District Chair shall retain autonomy in raising funds within their District. The actual methods arrived at must be presented to their respective District Governor and Cabinet for approval.

DUTIES FOR THE MULTIPLE DISTRICT "A" CONTEST

The following duties are to be performed at the Multiple District "A" Contest, preferably by the District Chairs and other Lions, who may be in attendance. It is suggested that the Multiple District "A" Coordinator, brief the following on their assigned duties.

ROLE	# of people	Notes
Registration	3	Welcome and register contestants.
Timers	6	One for each division within each category English Junior - English Intermediate - English Senior French Junior - French Intermediate - French Senior
Tellers	5	One Chair and four helpers
Room Chairs	6	One for each division within each category (as above)
Impromptu	4	One Chair and three helpers
Judges	18	9 Judges for each category (9 for English, 9 for French)

Judges and Tellers arranged by Host Committee

ROLE	# of people	Notes
Escorts for Speakers	3	For Impromptu speakers
Door Monitors	6	At least 6 required
Holding Room Chairs	4	2 for Impromptu Speech preparation time 2 after Impromptu Speech preparation time.

BRIEFING GUIDE FOR CONTESTANTS, CHAIRS AND COMMITTEES AT THE MULTIPLE DISTRICT "A" CONTEST

The Multiple District "A" Coordinator and/or committee members will brief the contestants, judges and various chairs in their duties and responsibilities. Instructions for briefing are provided in this manual.

Briefing for Contestants

Outline the procedures for the Day's competitions.

Brief the Contestants on the Contest Rules and Regulations; emphasizing the non-use of props, aids, reference materials, etc.

Bring attention to electronic device rules (in rules section)

Advise the Contestants that they will draw numbers for speaking position and will be known only by that number until the conclusion of the Contest. Emphasize that their numbers will be the only form of identification used during the Contest and must be worn at all times.

Junior Contestants will be required to give a three (3) minute speech in length and not to exceed five (5) minutes. No impromptu speech is required for Junior Contestants.

Intermediate and Senior Contestants will be required to give a Prepared speech from 5 to 7 minutes in length, and an Impromptu Speech 2 to 3 minutes in length. For the impromptu speech each Contestant will draw a topic from a group of pre-selected topics on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and they must speak on this topic their first selection will be withheld, when a second selection is made. All Contestants within a division will draw from the same group of topic. All topics will be concealed when the Contestants are making their draws.

After selecting the subject, the Contestant will be allowed fifteen (15) minutes to prepare their speech. They will be given notification at the twelve (12) minute and again at the fourteen (14) minute mark.

At the end of the fifteen (15) minute period, pencils will be removed and a further five (5) minute study period will be given, after which the Contestant's notes will be placed in a sealed envelope.

Timers (to be explained to Contestants)

The timer will caution the Contestant of the amount of time elapsed in the following manner.

PREPARED SPEECH

Junior Division

The Timer will stand at the end of three (3) minutes until recognized by the Contestant, then sit down.

At the end of five (5) minutes, the Timer will stand and remain standing until the Contestant has finished.

Intermediate/Senior Division

The Timer will stand at the end of five (5) minutes until recognized by the Contestant, then sit down.

At the end of seven (7) minutes, the Timer will stand and remain standing until the Contestant has finished.

IMPROMPTU SPEECH

The Timer will stand at the end of two (2) minutes until recognized by the Contestant, then sit down.

At the end of three (3) minutes the timer will stand and remain standing until the Contestant has finished.

Contestants may speak on Religion or Politics in generalities only and must not make a specific pitch for them.

Point out that no communication should take place between the Contestants regarding their chosen topics during the course of the competition.

BREIFING FOR CHAIRS AND COMMITTEES

The duties of the Registration Chairperson and Committee, Room Chairs, Judges, Timers, Door Monitors, Escorts, Impromptu Room Chairperson and Committee, Holding Room Chairperson and Committee and Tellers are outlined below. Each Chair and Committee should be briefed on their duties and provided a written copy.

REGISTRATION CHAIRPERSON AND COMMITTEE

- Greet all Contestants and guests as they arrive.
- Provide nametags for all guests, excluding Contestants and ask them to wear the tag to all functions.
- Provide special or different nametags for Judges
- Have registration forms completed, indication Contestant's Name, School and Sponsoring Lions/Lioness Club
- Advise the Contestants of where they will be speaking, and any other pertinent information they may require.
- Turn over completed registration forms to the Contest Coordinator.

SPEAKING ROOM CHAIRPERSON

- Start on time and maintain order in the room.
- Introduce himself/herself.
- Welcome contestants, judges, timer and guests.
- Make sure water is available for speakers, show speakers where water is located in room.
- Seat contestants in numerical order at the front of the room.
- Request that all electronic devices be turned off for the duration of the contest.
- Ensure that the Judges and Timer are positioned at the back of the room, separated as not to allow communication amongst themselves.
- Ensure contestants are aware of the location of the Judges and Timer.
- Ensure Judges and Timer have the proper sheets and are ready to begin.
- Briefly explain the order of contestants, and that contestants will be identified by number only. The number cards are to be collected at the end of the session.
- Announce if and when there will be breaks.
- Refer to each contestant by number only, introduce them by number. I.e. Contestant #1, Contestant #2, etc.
- Make no reference to, or remarks, about any Contestant or the material used.
- No more than one minute should be used to introduce each Contestant.
- Ask the Judges to raise their arm when they have finished scoring and are ready to proceed to the next contestant.
- After the contestant has delivered their prepared speech, allow the contestant to leave the room to prepare for their Impromptu Speech.
- For the Impromptu Speeches: read the Contestants Number and the Speech Topic, open the envelope and hand the contents to the Contestant.
- After the scoring and tallying has been completed for the final contestant, instruct the Judges and Timer to place their score sheets in the folder. Collect all the folders and the stopwatch and deliver them directly to the Contest Coordinator.
- Allow guest to leave the room only between Contestant's speeches.
- Instruct Judges and Timer that no discussion regarding the scoring shall take place after the sheets and files have been picked up. This includes discussion with Contestants and/or parents/guardians.

JUDGES

- A total of 18 Judges are required. 9 for each Category(English and French) with three per division(Senior, Intermediate and Junior).

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Judges to be briefed prior to the competition.

- Instruct the Judges in the use of the scoring sheets and the judges Standards of Evaluation. Judges are not to sign the score sheet
- Point out that there are six (6) separate divisions and make sure they are marking their sheets accordingly. The divisions are: English Senior, English Intermediate, English Junior, French Senior, French Intermediate, French Junior.
- Judges will be identified as Judge A, Judge B, etc. A nametag with this identifier will be provided.
- Each Contestant will be identified by number only and will be introduced at the conclusion of the contest (at the dinner). Ensure each Contestants number matches the number on the Judges Scoring Sheet
- Judges should disqualify themselves and advise the Room Chair immediately if they know any of the competitors.
- Junior Contestants will be required to give a Prepared Speech from three to five (3 to 5) minutes in length. Impromptu Speeches are not required.
- Contestants in the Intermediate and Senior divisions will be required to give a Prepared Speech from five to seven (5 to 7) minutes in length, followed by an Impromptu Speech two to three (2 to 3) minutes in length.
- Contestants may speak on religion and politics in generalities, but may not speak on sectarian religion or partisan politics.
- Contestants will be giving their Prepared Speech first, leave the room to receive their Impromptu Speech Topic, write their Impromptu Speech and then return to deliver their Impromptu Speech.
- Props of aids (e.g. clothing, uniforms, equipment, signs, etc) shall not be used, if such are used it will be reflected in the scoring. Excessive pauses during the presentations will be reflected in the scoring. Mime is not to be used and shall be reflected in the scoring.
- Notes may be used in both the Prepared and Impromptu speeches.
- At the end of each speech, judges will add the Contestants points and then signify to the Chair by raising their hand when finished and ready to proceed to the next Contestant.
- Judges will be given approximate two(2) to three(3) minutes between Contestants in which to mark their scores.
- Impromptu Topics will be read aloud before the Contestant begins. Judges should mark accordingly as to whether the Contestant is speaking on the announced topic.
- Please make a decision and give a score to all Contestants: no zeros and no half points.
- The Prepared Speech is worth 100 points and the Impromptu Speech is worth 50 points. Ensure Judges do not award more points than allowed, total not the exceed 150 points.
- Judges are responsible for determining if the material and the methods of delivery meet the acceptable standards of the Contest Rules.
- Judges do not deduct time penalties or ranking of Contestants. This will be done by the Tellers after the Judges and Timer sheets have be collected.
- Fill in all marks on the Judges Score Sheet – not just the total. Judges may wish to write down the topics on the provided note pad along with the Contestants number for reference.
- The decision of the Judges is final.
- Do not discuss or communicate with other Judges until all Contestants have finished speaking and judging is finalized.
- Do not act as an adjudicator at the end of the Contest with contestants, parents, friends, etc.
- Pencils with erasers and note pads will be provided. Judges notes should be confidential and turned in with the score sheets.

TIMER

- Sit near the back of the room in a clearly visible location.
- Use stopwatch provided.
- Use only the Timing Sheets provide to record the times of each Contestant. Record in minutes and seconds, i.e. 5m 35s.
- For the Prepared Speeches:
Juniors – the Timer shall stand at the end of three(3) minutes and once recognized by the Contestant, sit down. At the end of five (5) minutes, stand and remain standing until the contestant has finished. No Impromptu Speech for Juniors.
Intermediate and Seniors – the Timer shall stand at the end of five(5) minutes and once recognized by the Contestant, sit down. At the end of seven(7) minutes, stand and remain standing until the Contestant has finished.
- For the Impromptu Speeches; the Timer shall stand at the end of two(2) minutes and once recognized by the contestant, sit down. At the end of three(3) minutes, stand and remain standing until the contestant has finished.
- Indicate using an X beside the Contestant Number is the Contestant is under or over time.
- Record all the times for all Contestants.
- When all speeches are completed, turn the Timing Sheets over to the Room Chair.

DOOR MONITORS

- Ensure water is available for the Contestants, Judges and Timer in the room.
- The door(s) to the speaking room shall be monitored at all times to prevent attending guests from moving in and out of the room while speeches are in progress. Monitors will be inside the speaking room.
- Open the door at the end of a Contestants speech, to allow guest to come and go. Close it again prior to the next Contestants speech.
- Ensure no discussion takes place in the doorway while the Contest is in progress.

SPEAKER ESCORTS

- Accompany each contestant to and from the Impromptu Preparation Room and or Holding Room
- Allow the contestants to go to the washrooms if they wish. You may wait outside the washroom.
- Ensure the Contestants have no communication with family, friends, guests or other contestants with accompanied by the Escort.
- Take the Impromptu Speech Envelope from the Impromptu Room Chair and accompany the Contestant to the Holding Room. If there is no holding room, take the Contestant back to the Speaking Room. Wait for the Door Monitor to open the door between speeches.
- Hand the Impromptu Speech Envelope to the Speaking Room Chair.
- Do not Discuss the topic of the speech with the Contestant.

IMPROMPTU ROOM CHAIRPERSON AND COMMITTEE

- Obtain a list of topics and other pertinent material required to operate the Impromptu Preparation Room from the Multiple District "A" Coordinator.
- Provide pencils and blank paper for the contestants to write their speech.
- Each Contestant will select a topic from the list of pre-selected topics on which to prepare their Impromptu Speech. All topics will be concealed while being drawn by Contestants. If they wish to refuse their first choice, they may draw a second and final time, they must then speak on this second topic. Their first topic will be withheld when the second selection is made. All contestants within a division will draw from the same list of topics. Selected topics must be returned to the draw to allow a full range of choices for all Contestants. Multiple Contestants may speak on any one topic.
- After selecting the topic, the Contestant will be allowed 15 minutes for preparation of their speech. At 12 minutes and 14 minutes they will be notified.
- At 15 minutes their pencils will be removed and the Contestants will be allowed a further five(5) minute study period; after which the Contestants notes will be placed in a sealed envelope.
- The envelope containing the Impromptu Speech notes will be handed to the Escort who will accompany the Contestant to the Holding or Speaking Room.

HOLDING ROOM CHAIRPERSON AND COMMITTEE

- After the Contestants have prepared their Impromptu Speech, they may be taken to a Holding room where they will wait until they are called to the Speaking Room to deliver their Impromptu Speech.
- Ensure that the Contestants have no communication with each other regarding the Contest of their chosen topics.
- The Contestants may relax and maintain a quiet level of noise in the Holding Room. Some may wish to work on their speech and much respect must be shown for each Contestant.
- Ensure that the Contestants have no access to the sealed Impromptu Speech envelope.
- Retain the sealed envelope(s) and hand them to the Escort when the contestant leaves the holding room.

TELLERS

- Check the judges' totals for each Contestant.
- Each Contestants total should be checked by a minimum of three(3) different tellers.
- Record and deduct the time penalties, if any, on the Judges Score Sheet for each Contestant.
- Record the Contestants scores on the Tellers Record Sheet and designate the 1st, 2nd and 3rd place winners.
- Chairperson to give the results, plus all scoring sheets and files the the MDA Coordinator.
 - **Teller Requirements**
 -
 - A minimum of four tellers will tally the totals and designate the places earned by the speakers on each of the judges' score sheets. The Tellers will then total the place points and the speaker who has earned the majority of place points shall be declared the winner. If there is not a majority first place point winner, the next level of scoring will have to be used to determine the winner.
 -
 - The Judges' scoring will be final

HOST CLUB

HOST CLUB CHAIRPERSON

Shall be a member in good standing of a Lions/Lioness Club.

Shall be responsible along with their committee for all arrangements of hosting the Multiple District "A" Contest, but not the running of the Contest.

Shall provide, a budget for approval to the Multiple District "A" Effective Speaking Coordinator prior to setting of the Multiple District "A" budget, regular progress reports and a final report, financial report included, shall be submitted to the Multiple District "A" Effective Speaking Coordinator for inclusion in their reports to Multiple District "A" Council of Governors.

RESPONSIBILITIES OF HOST CLUB

The Host Club is responsible for finding suitable locations to host both the Contest and house the Contestants, families and Lions that may require lodging, they are also responsible for arranging for or providing the meals for the event. They assume the costs associated with the aforementioned. This is further explained below. They are responsible for staffing the various committees outlined below.

The following are the duties that should be performed by the Host Club and the various Committee structures that should be formed.

RECEPTION COMMITTEE

Reception Desk should be open early on the Friday afternoon, to receive registrations and should be accessible to the hotel lobby or room reservation areas.

Open the Registration Desk at the Contest Centre on the Saturday morning to accommodate Saturday arrivals.

Present each registrant with an information package containing meal tickets, nametags, maps, program, and other pertinent Contest materials at the time of registration.

PUBLICITY COMMITTEE

Contact all local news media for coverage of the Contest.

With the assistance of the Contest Public Relations Chairperson, draft a Press Release for distribution to Lions International, Multiple District "A" and other interested parties.

BANQUET COMMITTEE

The following guidelines are suggested for the members of the Banquet Committee:

Arrange for a banquet facility to accommodate approximately 200 to 230 people.

Set up the Head Table to accommodate approximately 12 people.

Head Table guests should be advised that those invited to speak will be allowed 2 minutes on the program.

The Host Club Chairperson will consult with the MDA Coordinator to seek their approval to finalize the Agenda for the Evening Program.

No alcohol should be served during the course of the evening program.

JUDGES COMMITTEE

The Host Club is responsible for securing the Judges

Judges Requirements

At the Multiple District "A" Contest, at least three (3) qualified and impartial judges shall decide the winners for each division within each language category, according to the marking scheme on the score sheet.

It is recommended that no judge shall be a member of a sponsoring Lions or Lioness Club or a member of any school faculty having a contestant entered in that particular contest.

Request minimum of eighteen (18) volunteers to act as Judges, nine (9) for the English Category and nine (9) for the French Category.

It is suggested that a spare Judge be available for each of the two language categories.

French Senior, Intermediate and / or Junior speakers may be combined, and if such is the case, only three (3) Judges for the French category would be required per room.

Judges may not be a member of a Lions or Lioness Club within the District in which the Contest is being held. At the Multiple District "A" Finals No Lion or Lioness Members are allowed to judge contestants.

ACCOMMODATIONS COMMITTEE

Provide a facility to accommodate all the contestants and guests in one location; 80 rooms may be used as a guide.

Reservation Forms, complete with Hotel information, including room costs and other pertinent information, should be sent to each District Chairperson one month in advance of the Multiple District "A" Contest.

Make every effort to accommodate any special requests for rooms.

CONTEST CENTRE

It is recommended that a Secondary School or a suitably designed hotel be obtained to hold the Contest.

The facility for the Contest should have a minimum of 6 rooms with a seating capacity of 25-30 people for the contest. There should also be a separate room for both the Multiple District "A" Effective Speaking Committee and Host Committee, to meet in. Briefing of the Judges and contestants can take place in a separate room or in one of the contest rooms. It should have 2 more rooms with a seating capacity of 15-20 people for tellers, impromptu writing/ holding room, a foyer for registration, cafeteria for contestants and guests in which to hold the luncheon. Several Lions should be available to greet and direct Contestants and guests to the appropriate speaking areas.

HOSPITALITY

Make available a reception room for the Host Club to greet the parents, Lions and Committee members at the time of Registration.

Provide a separate greeting room for Contestants if the Host Club wishes.

HOST CLUB FINANCES

Host Club is responsible for all costs incurred in operating the Final Contest related to hotel rooms, meals and event rooms.

Host Club may wish to contact area Clubs for assistance in running the Contest.

A pre-determined amount will be given by Multiple District "A" to assist in offsetting some of the Final Contest Expenses, currently \$1750.00 (at time of Manual preparation). Additionally each District contributes \$200.00 for Host Committee Expenses.

Host Club may expect an expenditure of \$ 500.00 - \$ 700.00 to sponsor the Final Contest.

To help offset some anticipated expenses for the Contest, contact local businesses to seek donations to provide advertising in the Program, hold a raffle or draw during the evening banquet and sell the specially designed Effective Speaking pins.

MULTIPLE DISTRICT "A"
EFFECTIVE SPEAKING CONTEST BID FORM

For the Multiple District "A" Effective Speaking Contest year: _____

Proposed City _____

Submitted By: _____

Name of Host Club _____

Other participating clubs as/if invited by the Host Club: _____

Dates (1st Saturday of May) _____

PLEASE READ THE ATTACHED CONDITIONS **BEFORE COMPLETING THIS FORM.**

QUESTIONNAIRE

1. LODGING: List Hotel(s)/motel(s), etc.

2. CAMPUS ROOMS. If college and/or university rooms are on the lodging list, will linen be provided?

YES/NO

3. MEETING ROOMS. Rooms listed under "Item 1" (conditions) shall be furnished with:

Tables & chairs	YES/NO
Lectern	YES/NO
Sound system	YES/NO
Adequate lighting.	YES/NO

Will these rooms and facilities be available? Y/N If no, please explain.

Will these rooms and facilities be complimentary? Y/N

If not complimentary, what is the current estimated cost?

4. AVAILABLE ACTIVITIES AND LOCAL POINTS OF INTEREST. List briefly available activities and local points of interest, with costs if applicable.

5. ESTIMATED COST OF MEALS, ROOMS AND REGISTRATION

6. REMARKS: Additional comments if necessary.

7. PRINT name and club of Host Committee members.

Chairperson: _____

Vice- Chairperson _____

Secretary _____

Treasurer _____

8. Telephone Number of Chairperson: _____

Residence _____

Business _____

Fax _____

Email _____

9. PRINT committee mailing address: _____

DECLARATION: The bidding club declares that it is in good standing with:

Municipal, Provincial, Federal, Lions International, Multiple District and with district authorities.

SIGNATURE: _____

Committee Chairperson

DATE: _____

NOTE: When a Multiple District "A" Effective Speaking Contest Bid is received, the Coordinator of the Multiple District "A" Effective Speaking Contest Committee will personally visit the proposed host site and complete a Facility Inspection Report. The report will be a narrative report confirming accuracy of the details as reported by the Host Club applicant and commenting on the suitability of the facilities described in the Host Club bid. A copy of the Facility Inspection Report shall be attached to the Host Club bid.

The Multiple District "A" Effective Speaking Committee will provide the Council of Governors with a draft copy of the Host Committee programme and Host Committee proposed budget. These items form part of the bid.

Bids must be received by December 15th 2 years prior to when the competition will be held. Any deviation from the manual must receive prior approval of the Multiple District "A" Effective Speaking Coordinator and the Multiple District "A" Council of Governors.

Attach any supporting documents you may deem useful to complete this bid.

FOR Multiple District USE ONLY.

Date Received: _____

Received by: _____

Remarks: _____

MULTIPLE DISTRICT "A" EFFECTIVE SPEAKING CONTEST BID - CONDITIONS

This application is submitted with the knowledge that the bidding club has reviewed the Multiple District "A" Effective Speaking Resource Manual and the Multiple District "A" Policy and Procedure Manual.

The following facilities are required at or near the Contest Headquarters.

1. Meeting rooms at or near H.Q. to accommodate the following:
 - Hotel or motel to accommodate all contestants and guests in one location. (70-80 rooms may be used as a guide).
 - Hall or School (Secondary preferred) with a minimum of 6 rooms plus cafeteria and/or foyer
 - Rooms should be able to hold 20-30 people
 - Require minimum of 30 Judges, 15 English category and 15 French category.
 - Provide gifts for Judges (approx. \$ 20- \$ 25 each)
 - Judges cannot be a member of a Lions or Lioness Club.
 - Provide light luncheon for all participants.
 - Provide centre to hold Banquet and final competition. Banquet facilities should be suitable for 220-230 people, and minimizing the outside interference and noise to provide a quiet environment for the speakers.
 - Provide a facility to accommodate Sunday morning meeting of committee. (approx. 20-30 people)
 - Provide a Hospitality Room on both the Friday and Saturday for the Contestants, families Lions and guests.

2. Adequate floor space to accommodate the following:

Registration Counters;

3. All profits made in hosting the contest shall remain the exclusive property of the Host Committee. ALL LOSSES, IF ANY, SHALL BE THE SPECIFIC LIABILITY OF SAID COMMITTEE.

4. This bid form must be completed in its entirety, duly signed, and received by the Multiple District Secretary ON or BEFORE December 15th.

This sheet is to be signed by the Committee Chairperson of the bidding club and returned with the form.

DATE: _____ SIGNATURE: _____

Effective Speaking Program Recommended Funding Model

Lions/Lioness and Leo Presidents of District A-__

As Effective Speaking Chair for District A-__ I am once again asking for your support in funding and promoting this important youth program.

A donation of \$150.00 is requested to cover the cost of the District competitions and prizes and to assist with the expenses of sending the District finalists to the MD 'A' competition.

Since 1947, the Lions Clubs of Multiple District "A" have provided a challenging opportunity for our youth to compete in Canada's largest public speaking competition. Furthermore, it aids to stimulate self-expression and independent thinking among our students.

The Effective Speaking Contest consists of three grade divisions in each official language (category), English and French. The Junior Division includes grades 4, 5 and 6, Intermediate – grades 7, 8 and 9, and Senior – grades 10, 11 and 12.

For your convenience, I have attached a donation form, which also indicates how the funds are dispersed.

Thank you for your continued support of our own unique "Lions' Effective Speaking Program."

Lion _____
District A-__ Effective Speaking Chair

ANNOUNCEMENT OF CONTEST DATES

TO: The Effective Speaking Chair of _____.

Zone/Region Contest _____ will be held at _____

On the date _____ at the time _____

ADDRESS of Contest location: _____

District Contest _____ will be held at _____

On the date _____ at the time _____

ADDRESS of Contest location: _____

Contestants – Supervisors – Judges – Tellers – All Officials

Must arrive NO LATER THAN _____ am / pm

All the above officials will be briefed by the District Chair.

Clubs sponsoring contestants are responsible for the cost of transportation to the place of the contest.

Contest dates should be arranged well in advance so as to allow contestants time to make the necessary arrangements to attend.

VOLUNTEERS INVOLVED IN CONTEST

(Please fill in names of people involved.)

Multiple District "A" Coordinator _____

Host Club _____

Host Club Chair _____

Judges (English):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Judges (French):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Timers

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Registration:

1. _____
2. _____
3. _____

Tellers:

1. _____
2. _____
3. _____
4. _____
5. _____

Room Chairs:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Escorts

1. _____
2. _____
3. _____

Impromptu Room

1. _____
2. _____
3. _____
4. _____

Holding Room

1. _____
2. _____
3. _____
4. _____

Door Monitors

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

CONTESTANT - REGISTRATION FORM UPON ARRIVAL AT CONTEST

Jr English _____

Int English _____

Sr English _____

Jr French _____

Int French _____

Sr French _____

Number	Name	School	Sponsoring Club
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Date: _____

Registration Chair: _____

TIMERS SHEET

Prepared Speech: Junior Speech should be 3 to 5 minutes in length
 Intermediate and Senior Speech should be 5 to 7 minutes in length

1. Timer will stand at end of 5 minutes (Intermediate & Senior) or 3 minutes (Junior) until contestant recognizes the Timer.
2. Timer will then sit down.
3. Timer will stand again at 7 minutes (Intermediate & Senior) or 5 minutes (Junior) and remain standing until contestant is finished.

Impromptu Speech: Speech should be 2 to 3 minutes in length

1. Timer will stand at end of 2 minutes until the contestant recognizes the Timer.
2. Timer will then sit down.
3. Timer will stand again at 3 minutes and remain standing until the contestant is finished.

Penalties: Contestants will be penalized (1) point for every 15 seconds or portion thereof for being under time or overtime.

NOTE:

1. Record the times for both the Prepared and Impromptu Speeches.
2. Record time in minutes and seconds (e.g. 5 m 35 s; 3 m 10s)
3. Room Chair will collect Timers Sheets.
4. Time Penalties to be calculated by Teller Only

Jr English _____ Int English _____ Sr English _____

Jr French _____ Int French _____ Sr French _____

Contestant	Prepared Time	Prepared Penalty	Impromptu Time	Impromptu Penalty
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Signature of Timer: _____ Date: _____

TELLER SCORING INSTRUCTIONS

1st PHASE OF JUDGING

1. Calculate the necessary time penalty and deduct same; deduct 1 point for every 15 seconds or portion thereof under or over time and record on the Timer's Sheet.
2. Tally the totals and designate Place earned by contestant on each Judges Sheet --1st, 2nd, 3rd, 4th, etc.
3. Transfer Place earned from all Judges Sheets to Tellers Record Sheet. The contestant earning the majority of first place points is the winner.

Example of Judge Sheet below:

Contestant	1	2	3	4	5	6	7	8	9	10	11
Net Score Total Prepared & Impromptu	99	110	120	125	128	130	135	137	123	98	140
Place Earned	10	9	8	6	5	4	3	2	7	11	1

2nd PHASE OF JUDGING

If there is no contestant with a majority of first place points, the Tellers will total the place points and the contestant with the lowest total is the winner. Example:

Judge	Contestant # 1	Contestant # 2	Contestant # 3	Contestant # 4
A	3	1	4	2
B	2	2	4	3
C	1	2	3	4
Total	6	5	11	9
Winner:	1st Place-Contestant #2		2nd Place-Contestant #1	
	3rd Place-Contestant #4		4th Place-Contestant #3	

3rd PHASE OF JUDGING

Note that in the following example 2 contestants are tied with the same low score of 6.

Judge	Contestant # 1	Contestant # 2	Contestant # 3	Contestant # 4
A	3	2	1	2
B	2	1	3	4
C	1	3	4	2
Total	6	6	8	8

You will note that no contestant has a majority of First Place points which in this case, with 3 Judges, would be 2 first place points needed. To decide the winning contestant, use the 3rd phase judging which is: Add the Total Net Score of all 3 Judges in this case for contestant #1 and #2 and the highest point total will be first place and the other 2nd.

Example: Judge	Contestant #1	Contestant #2	Contestant #3	Contestant #4
Net Score	A 130	132	124	122
	B 131	133	123	125
	C 129	128	126	124
Total	390	393	373	371

Speaker #2 with a total of 393 points will be the Winner and Speaker #1, with 390 points would be 2nd Place. If Speaker #1 and #2 were still tied, then give each Speaker another Impromptu Speech to break the tie.

NOTE: 3rd Phase is often needed in Contests, so the Chair should make sure he understands the correct way of declaring Winners and should assist Tellers and check before declaring winners.

TELLER RECORD SHEET

Jr English _____

Int English _____

Sr English _____

Jr French _____

Int French _____

Sr French _____

Contestant /		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Judge/	A															
	B															
	C															
	D															
	E															
	F															
	G															
	H															
	I															
	J															
	K															
TOTAL																

1st Place Contestant # Name _____

2nd Place Contestant # Name _____

3rd Place Contestant # Name _____

NOTE: Attach all Judges Sheets to this Record Sheet and return to Chair.

Teller _____ Date _____

IMPROMPTU TOPIC FORM

THE TOPIC OF MY IMPROMPTU SPEECH IS

TO THE CONTESTANT

It is important that you fill in the above. This paper will be handed to the Room Chair. He will read out loud the Topic so that the Judges know immediately what you will be speaking on.

----- Cut Here -----

IMPROMPTU TOPIC FORM

THE TOPIC OF MY IMPROMPTU SPEECH IS

TO THE CONTESTANT

It is important that you fill in the above. This paper will be handed to the Room Chair. He will read out loud the Topic so that the Judges know immediately what you will be speaking on.

WINNING CONTESTANTS NOTIFICATION FORM

District No. _____ District Chair's Name _____

Address: _____

Phone: Home _____ Business _____

FIRST JUNIOR WINNER (English) NAME _____

Address: _____

School: _____ Grade: _____

Age: _____ Phone: _____ Sponsoring Club: _____

Topic of Prepared Speech: _____

FIRST JUNIOR WINNER (French) NAME _____

Address: _____

School: _____ Grade: _____

Age: _____ Phone: _____ Sponsoring Club: _____

Topic of Prepared Speech: _____

FIRST INTERMEDIATE WINNER (English) NAME _____

Address: _____

School: _____ Grade: _____

Age: _____ Phone: _____ Sponsoring Club: _____

Topic of Prepared Speech: _____

FIRST INTERMEDIATE WINNER (French) NAME _____

Address: _____

School: _____ Grade: _____

Age: _____ Phone: _____ Sponsoring Club: _____

Topic of Prepared Speech: _____

FIRST SENIOR WINNER (English) NAME _____

Address: _____

School: _____ Grade: _____

Age: _____ Phone: _____ Sponsoring Club: _____

Topic of Prepared Speech: _____

FIRST SENIOR WINNER (French) NAME _____

Address: _____

School: _____ Grade: _____

Age: _____ Phone: _____ Sponsoring Club: _____

Topic of Prepared Speech: _____

NOTE: Winning contestants of qualifying District competitions for the Multiple District "A" Effective Speaking Final should be advised of the date(s) for that final and that they should make all necessary arrangements.

Send this Entry Form to the Multiple District "A" Effective Speaking Coordinator immediately following the District Contest.

Multiple District "A" CONTESTANT INFORMATION FORM

The purpose of this form is to provide background information on each contestant reaching the Finals. It is for use by the Multiple District "A" Effective Speaking Coordinator in any media coverage with press releases or pictures being taken. Immediately following the District Contest, this Entry Form should be sent to the Multiple District "A" Effective Speaking Coordinator.

NAME OF CONTESTANT _____

GENDER _____ AGE: _____ DATE OF BIRTH _____ / _____ / _____
yr mm dd

PLACE OF BIRTH _____

FATHER'S NAME _____ MOTHER'S NAME _____

STREET ADDRESS: _____

CITY _____

POSTAL CODE _____

PHONE NUMBER: (_____) _____

E-MAIL ADDRESS _____

SCHOOL: _____ GRADE: _____

SPONSORING CLUB: _____ DISTRICT A - _____

What special classes have you taken outside of school? (e.g. drama, music etc.)

What are your hobbies?

To what associations or clubs do you belong? (ie. Scouts, Guides, school clubs...)

Name any sports you have played or are taking part in. _____

What do you do during the summer holidays?

What would you like to do after high school graduation?

What are your favorite subjects in school?

Is this the first Effective Speaking Contest you have competed in? _____

What is the topic of your prepared speech?

Why did you choose it to speak on?

Use the space below for any other information you think might be helpful.

Parent / Guardian Signature

Contestant Signature

Date

Do you contact each Club in your District? _____

If 'Yes', how?

How often is contact made?

Please record any suggestions you have to improve our Contest:

Copy to: District Governor
Multiple District "A" Effective Speaking Coordinator

Retain a copy for your own records

Multiple District “A” Effective Speaking Winners Multiple District “A” Convention Information

Contestants, their parents and their sponsors are reminded that should they be a winner at the Multiple District “A” Effective Speaking Finals, they may be asked to attend the Multiple District “A” Convention in _____ and take part in the Program on Friday or Saturday, _____.(date).

MULTIPLE DISTRICT “A” CONVENTION ARRANGEMENTS

1. At the conclusion of the Multiple District “A” Contest, a copy of each of the winning Contestants' Prepared Speeches may be required for translation into English and/or French respectively. It must be received immediately so that it can be translated and copied for the Convention.
2. The Multiple District “A” Coordinator will act as host for the winners during the Convention. A Parent or Guardian must accompany contestants.
3. Invited winners will be expected to deliver their Prepared Speech to the Delegates at the Convention. Contestants will be advised of the time and place.
4. The Lions Club or District the Contestant(s) are representing should make travel arrangements for the Contestants to and from the Multiple District “A” Convention. The Multiple District “A” Effective Speaking Coordinator will arrange for reimbursement of the travel expenses as per the current Multiple District “A” Policies.
5. The Multiple District “A” Effective Speaking Coordinator will reserve one room for each Contestant with a minimum of two double beds. Multiple District “A” will cover the expenses for the room(s) for one or two nights as required. The Multiple District “A” Effective Speaking Coordinator will look after the reservations for the Contestants only. Parents Guardians may share the rooms, but are responsible for booking additional rooms if required.
6. If the Contestant wishes to remain for additional days during the Convention, arrangements will have to be made through the Multiple District “A” Effective Speaking Coordinator by the sponsoring Club or District Chairperson.
7. The Speakers, after checking in at their hotel, should contact the Multiple District “A” Effective Speaking Coordinator as soon as possible, and leave information where they can be reached.
8. A per diem for meals will be given to the winners by the Multiple District “A” Effective Speaking Coordinator, upon checking into the hotel.
9. The District Chairperson and/or the Host Club is responsible for seeing that all arrangements to have the Contestant(s) at the Convention have been made and that the Multiple District “A” Effective Speaking Coordinator is informed of such.

LIST OF INCIDENTALS REQUIRED FOR CONTESTS

- Name tags
- Stop watches
- Note pads for judges
- Numbers for contestants
- Notepaper of one colour for use of contestants
- Pencils and erasers for judges, tellers and contestants
- Envelopes
- Stapler
- Pencil sharpener
- 4 Calculators
- Gifts for judges
- Judges Scoring Sheets
- Registration Forms
- Timers Scoring Sheets
- Judges Standard of Evaluation
- Rules & Regulations
- Various Information Sheets
- Tellers Record Sheet
- Job Description Sheets
- Impromptu Topics
- Effective Speaking Contest Certificates / Plaques / Trophies

INVENTORY OF EFFECTIVE SPEAKING MATERIALS

Chairperson _____ District _____
Date: _____

MATERIAL

Effective Speaking Rule Booklets

Posters

Judges Scoring Sheets (8-1/2 x 14)

District Contest Participation Certificate

Guide to Effective Speaking Chairperson Duties

District Chairperson's Report

General Information Sheet for Club Chairpersons

Requirements to Sponsor Region/District Contest

List of People Involved in Contest

Evening Program Agenda

Notification of Dates for Region/District Contests

Entry for Contestants in Region/District Contest

Registration Forms for Speakers

Guide for Briefing Judges

Judges Standard of Evaluation

Guide for Briefing Speakers

Timer's Sheet

Impromptu Room Supervisor's Guide

Impromptu Speech Information Sheet

Impromptu Speech Topic Sheet

Teller's Duty Sheets

Teller's Record Sheets

Contestant Entry Form for Multiple District "A" Finals

Contestant Information Form

REQUIREMENTS CHECKLIST TO HOST A ZONE, REGION, DISTRICT OR Multiple District "A" CONTEST

This list is a guide only; please refer to the Rules and Regulations as well as the Multiple District "A" Administrative and Host Committee sections.

The Lions Clubs may use the following criteria to help with sponsoring a Region, District or Multiple District "A" Effective Speaking Contest.

Multiple District "A" Contest

- Hotel or motel to accommodate all contestants and guests in one location. (70-80 rooms may be used as a guide).
- Hall or School (Secondary preferred) with a minimum of 6 rooms plus cafeteria and/or foyer
- Rooms should be able to hold 20-30 people
- Require minimum of 18 Judges, 9 English category and 9 French category.
- Provide gifts for Judges (approx. \$ 20- \$ 25 each)
- Judges cannot be a member of a Lions or Lioness Club.
- Provide light luncheon for all participants.
- Provide centre to hold Banquet. Banquet facilities should be suitable for 220-230 people..
- Provide a facility to accommodate Sunday morning meeting of committee. (approx. 20-30 people)
- Provide a Hospitality Room on both the Friday and Saturday for the Contestants, families Lions and guests.

District Contest

- Hall or School (Secondary preferred) with a minimum of 5 rooms plus cafeteria and/or foyer
- Rooms should be able to hold 20-30 people
- Require minimum of 15 Judges for English Category
- Require minimum of 15 Judges for French Category (if applicable)
- Provide light luncheon for all participants.
Provide gifts for Judges (approx. \$10-15 ea.)
- 31 Lions to act as :Room Chairperson (6) Door Security (6) Timers (6)
Escorts (4) Tellers(3) Holding Room (1) Impromptu Room (1) Registration (2)

Judges cannot be a member of a Lions or Lioness Club of the District in which the Contest is being held.

Zone/Region Contest

- A large room able to accommodate 100 people
- Provide a separate room for Impromptu Speech preparation
- Require minimum of 3 Judges for English Category
- Require minimum of 3 Judges for French Category (if applicable)
- Provide gifts for Judges (approx. \$10-15 ea.)
- 9 Lions to act as: Room Chairperson (1) Door Security (2) Tellers (2) Timers (1) Escorts (2) Registration (1)

Judges cannot be a member of a Lions or Lioness Club of the Region in which the Contest is being held.