



District 85 Speech Contest Quick Kit

2025-2026

Contest Resource



D85 Speech Contest Resources

D85 2025-2026

Speech Contest Type

- International Speech Contest
- Table Topics Contest
- Mandarin Speech Contest
- Mandarin Evaluation Contest

Timing Rules

Contest Type	Green	Yellow	Red	Disqualification
International	5:00	6:00	7:00	Less than 4:30 or more than 7:30
Table Topics	1:00	1:30	2:00	Less than 1:00 or more than 2:30
Mandarin	5:00	6:00	7:00	Less than 4:30 or more than 7:30
Mandarin Evaluation	2:00	2:30	3:00	Less than 1:30 or more than 3:30

- Green card remains displayed until the yellow card is shown. Yellow card remains displayed until the red card is shown.
- The red card stays continuously with no signals to the contestant (no indicating overtime).
- Timing does not consider decimal seconds (e.g., 7:30.85 is qualified; 7:31.03 is overtime).

Eligibility

Contestant

- ☐ Paid Club Member
- ☐ Club in Good Standing (≥ 8 members, 3 renewals)

For International/Mandarin Speech Contests:

- ☐ Educational Level minimum L2 (except founding members of new clubs registered for less than one year)

Ineligible:

- ☐ District or Higher Officers
- ☐ District-level candidates elected by the District Council
- ☐ Judges for the same contest type at any level within the district
- ☐ Contest Officials (shall not compete in the same contest)
- ☐ Guest speakers at Area or Higher contests and International Conventions
- ☐ For Club-level and above contests: Contestants must be present at the venue

Special Notes

- ☐ Contestants must meet the eligibility requirements for each level of the contest.
- ☐ After advancing to the Area contest, contestants may only participate in one Area for the same contest.

Contestant Official & Judge

- ☐ Paid Toastmasters Member
- ☐ Attend the contest in person to serve

For Area and Higher Contests

- ☐ Not a candidate for District leadership positions
- ☐ Judge Eligibility: At least 6 months of paid membership and completion of L2 or CC6
- ☐ Division or above Judges shall not be members of the contestant's club

Contestant

Pre-Contest

- ☐ Sign Eligibility and Originality Forms 1183/1189
- ☐ Declare props (if any)
- ☐ Attend the contest briefing
- ☐ Participate in the pre-contest order drawing

During Contest

- ☐ Setup/removal props during 1 min of silence
- ☐ Overtime results in disqualification
- ☐ Shall not mention other contestants or their speech content
- ☐ Non-original content shall not exceed 25%; Any quoted, paraphrased, or referenced content must be identified

Post-Contest

- ☐ Accept interviews without canvassing votes or disclosing rankings

Contestant Eligibility Quick Check (Pre-Contest)

- ☐ Membership fees paid & Club in good standing
- ☐ Meet educational level requirements
- ☐ Originality declaration (cited content $\leq 25\%$); signed Forms 1183/1189
- ☐ Props declared in advance (setup/removal within 1 minute of silence)
- ☐ Contestants absent during introduction will be disqualified
- ☐ Must attend the pre-contest briefing

Contest Chair

Pre-Contest

- ☐ Receive Form 1182 completed by the Chief Judge of the former-level contest
- ☐ Manage budget/venue, verify contestant eligibility, establish a WeChat group, and issue announcements
- ☐ Appoint Chief Judge, SAA, and prepare trophies
- ☐ Host the pre-contest briefing for contestants
- ☐ Arrange the contestant order drawing
- ☐ Required Forms: 1189/1183/1168

Table Topics:

- ☐ Prepare table topics (at least 2 recommended)

Mandarin Evaluation:

- ☐ Appoint a test speaker (confidential)

During Contest

- ☐ Deliver opening(explain contest rules, timer signals, and no-photography policy)
- ☐ Introduce contestants:
 - English/Mandarin/Impromptu Contests: "Name-Topic-Topic-Name"
 - Evaluation Contests: "Name-Name"
- ☐ Do not disclose contestants' club/city or provide comments
- ☐ Announce periods of silence
- ☐ Interview contestants and announce rankings in reverse order

Chief Judge

Pre-Contest

- ☐ Assemble the team (Judges/Timer/Ballot Counters)
- ☐ Judge identities confidential
- ☐ Appoint a Tiebreaking Judge (confidential to all)
- ☐ Organize a briefing for contest officials and judges
- ☐ Prepare materials: Forms 1170/1172/1188/1180/1180A/1177/1179/1179A/1176/1175/1182 + destruction bags

During Contest

- ☐ Oversee compliance and handle protests (eligibility/originality/citation)
- ☐ Collect the Tiebreaking Judge's ballot
- ☐ Collect timing forms and seal them in an envelope
- ☐ Oversee vote counting; ensure all ballots are counted twice
- ☐ Resolve ties using the Tiebreaking Judge's ballot

Post-Contest

- ☐ Complete Forms 1182 & 1168
- ☐ Destroy all ballots and Forms 1176/1175 on-site
- ☐ Do not disclose protest details or judge names

Voting Judge

Pre-Contest

- ☐ Sign Form 1170
- ☐ Master scoring criteria
- ☐ Attend the pre-contest briefing organized by Chief Judge

Minimum eligibility for Area and above:

- ☐ 6 months of Toastmasters membership;
- ☐ Educational Level L2/CC6

During Contest

- ☐ Score based on judging criteria; submit only 1st/2nd/3rd place rankings
- ☐ Retain the upper half of the form;
- ☐ Sign the completed form
- ☐ Score impartially and fairly; no communication or distractions during the contest

Post-Contest

- ☐ Never disclose scores or judge identity

Tiebreaking Judge

Pre-Contest

- ☐ Same eligibility as Voting Judges
- ☐ Identity known only to the Chief Judge; do not attend the judge briefing

During Contest

- ☐ Rank all contestants anonymously and submit to the Chief Judge

Post-Contest

- ☐ Never disclose rankings or judge identity

Ballot Counter

Pre-Contest

- ☐ Collect Form 1176 and learn the 3-2-1 scoring rules
- ☐ Familiarize with Voting Judges' seating positions

During Contest

- ☐ Collect ballots → Count ballots → Calculate scores
→ Dual verification and signatures

Post-Contest

- ☐ Destroy ballot envelopes; do not disclose interim results

Timer

Pre-Contest

- ☐ Prepare materials: Stopwatch + three-colored cards + backup equipment
- ☐ Understand timing rules and collect Form 1175
- ☐ Ensure contestants can clearly see the timing signals from the assigned position

During Contest

- ☐ Start timing when the contestant begins the first clear verbal or non-verbal communication
- ☐ Display cards in sequence: Green → Yellow → Red (red card remains lit; no verbal reminders)
- ☐ Contestants may continue speaking for 30 seconds after the red card is displayed
- ☐ Complete Form 1175

Post-Contest

- ☐ Submit Form 1175 to the Chief Judge
- ☐ Return equipment

SAA

General Duties

- ☐ Venue setup
- ☐ Prepare materials: Name badges, microphones, prop area,
- ☐ Handle registration and guide attendees
- ☐ Remind the audience to be quiet during the contest and silence periods; monitor door access
- ☐ Close venue doors during contestant speeches; prohibit entry/exit

Table Topics Contest:

- ☐ Escort all contestants except Contestant No.1 to the waiting room; call them back one by one during the silence period

Mandarin Chinese Evaluation Contest:

- ☐ Distribute Note-taking Form 1177
- ☐ After contestants listen to the demonstration speech, escort them to the preparation area for 5 minutes
- ☐ Collect note papers and call contestants back one by one
- ☐ Contestants may request the return of their notes before speaking

Post-Contest

- ☐ Venue cleanup, return keys, and take photos of the empty venue

D85 AAC Contest Tool kit



Contest Rule Book



English



Chinese

Contact

Chief Judge: _____

Tel: _____

Contest Chair: _____

Tel: _____

Organizer: _____

Tel: _____