



Memo

To: Rotary District 5770 Club Presidents & 4-Way Test Speech Committee Chairs
From: Cody J. White, District 5770 4-Way Test Speech Contest Committee Chair
Subject: 4-Way Test Speech Contest
Date: 9/26/2018

The District 4-Way Speech Committee is pleased to announce the 2019 4-Way Test Speech Contest. The deadline for the district contest this year will be February 15, 2019.

After consideration and with approval of the District Governor, this year all clubs with entries will be required to hold a public speaking contest at a club meeting to record the video for the contest entries. While we continue to utilize a video recording for the district contest, this is a *public* speaking contest, and to be fair to all concerned, all students need to present the speech *publicly*. We have found that this makes a great program for your club meeting. This benefits the contestants by giving them a more realistic environment to speak in and benefits the clubs with an opportunity to see this aspect of service first hand. If you have questions about how to make this work in your club, please reach out to me.

The District Contest will be conducted via videos of student presentations. High schools, churches, businesses, and other individuals and organizations have access to camcorders capable of recording presentations which may then be transferred to DVD or other media. We discourage smartphone videos, which often have lower quality audio than professional cameras for this type of recording.

The topic for this year's contest is ***"How does adhering to the Rotary Four-Way Test inspire change in the world and in each other?"***

The unedited videos should be received by the District 4-Way Speech Committee no later than February 15, 2019. The videos should be in .MOV or .MP4 format, and can be submitted via DVD, thumb drive, dropbox, or other cloud service. You will receive confirmation once the videos have been received. If you don't receive confirmation, it means we haven't received it. The committee will send the videos to the judges, and results will be reported to the District Governor and District Secretary as well as all participating clubs.

The District 5770 website provides information explaining eligibility, rules, judging criteria, entry deadline and fees. Please do not hesitate to contact me with any questions.

We look forward to administering this year's contest and hope to continue our tradition of excellence. Please let us know if there is any way we can facilitate your club's participation in this event—including a visit to your club.

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For your local 4-Way Test Speech Contest you will need the following:

Materials:

- Stopwatch and time cards (for timekeeper)
- Calculator (for official scorer)
- Score sheets (1 per judge + one for official scorer)
- Note pads (1 each for timer and scorer)
- Entry Forms
- Copy of contest rules
- Awards

People:

- Contestants
- Judges (3-5 people with speech background; when possible, judges should not know contestants, nor should they confer prior to submitting their scoresheets). Please use the score sheets to keep it fair to all concerned.
- Timekeeper (provides time signals to contestants during presentations)
- Scorer (tabulates results, subtracts penalty points)

Setting:

- The contest should be held at a regular or special club meeting. Do NOT pan the audience as there may be club identifiers recorded.

Before the Contest:

- Invite High School students to participate by contacting high school speech teacher, DECA, FFA, 4H, FBLA or other activity sponsor. Don't overlook the local home school association.
- Set the entry deadline about a week before the contest. Our local contest is at least a week before the District 5770 Contest entry deadline.
- Recruit Judges.
- Pick up tokens of appreciation for the judges.
- Order awards. Some clubs present plaques, and others only award cash prizes. This is up to your club, but remember you are trying to entice teenagers to spend the time necessary to enter the contest.

A week before the Contest:

- Confirm entries no later than the day after the entry deadline.
- Confirm judges as well.

Day of the Contest:

- Get to the location early to make sure the setting is arranged as you want it.

- If the contest occurs during a club meeting with a meal, plan to provide meals for judges, contestants, and their sponsor/teacher.
- Determine the order in which contestants will present their speeches. Most clubs draw numbers. Once the speaking order is established, make a list of who speaks when.
- Ask the judges to spread out in the room, and reiterate the importance of using the official score sheet. They should score the presentations independently.
- Make sure the contestants know where the timekeeper is and that they are able to see the time signals. Some contestants may not want time signals. That's okay, but the timer should still record the length of their presentation. Visually impaired contestants may require oral time signals.
- Introduce speakers as "contestant 1," "contestant 2," etc. Judges should not be given contestants' names, home towns, or school affiliations.
- Speeches should be rated on their merit.
- After all have spoken, introduce the judges, timer, scorer, and contestants.
- Take your time, because this is when the scorer is tabulating the judges' scores to determine the final rankings of the participants.
- Thank everyone, then announce the final rankings and present awards.

After the Contest:

- Get a check for \$25.00 from your club treasurer and complete the form to enter your club's representative in the District 5770 Contest.
- Arrange recording of your representative's presentation, following the rules on the District invitation.
- Mail the entry form, recorded presentation, and check to arrive by the deadline on the District invitation.
- Treat yourself to something nice. You deserve it.

Our District 5770 4-Way Test Speech Contest Committee will be happy to help your club enter this contest. Contact information is on the contest entry form.

Rules and Procedures:

The District 5770 Champion will receive \$500 after presenting the winning speech at the Saturday luncheon of the District Conference. Second place will receive \$250 and third place \$150 following the District Contest. All awards will be presented to representatives of sponsoring clubs at the District Conference Saturday luncheon.

Each club may submit a video of one contestant's speech to the District Contest. The video should be recorded in one continuous "take" (without edits). The videos should be in .MOV or .MP4 format, and can be submitted via DVD, thumb drive, dropbox, or other cloud service. You will receive confirmation once the videos have been received. If you don't receive confirmation, it means we haven't received it.

To be fair to all contestants, the following rules will be strictly enforced.

- The speech shall be five to seven minutes in length, and should focus on the topic for the contest. Penalty: Five points will be deducted from the total score for each 30 seconds or fraction thereof under five minutes or for each 30 seconds or fraction thereof over seven minutes.
- Timing shall start when the speech begins. A timekeeper may signal the speaker at regular intervals throughout the presentation.
- Note cards (but not a manuscript) will be permitted. Cards should be no larger than 5"X8" so as not to detract from the effectiveness of the speech. If a contestant uses notes, they should be submitted with the video entry. Teleprompters are prohibited.
- Contestants may not refer to their high school, home town, or sponsoring club by name. (That means no backdrop or banner with the club name, no subtitles on the video, etc.) Including such references will result in disqualification from the contest.
- Contestants shall be evaluated according to the official judges rating sheet.
- Insofar as possible, Judges shall not know the contestants' names or affiliations prior to completion of the contest. We want to be fair to all concerned.
- This year we are allowing Rotarians to be judges. Non-Rotarians are also encouraged as judges, preferably with a background in public address or speech communication.

- The District Contest Champion must be available to speak at the noon luncheon of the District Conference on Saturday. Meals for the champion and parents or guardians accompanying the contestant will be provided by District 5770. If the champion is unable to attend the District Contest due to unavoidable circumstances, the video will be shown at the District Conference.