How to Hold a Successful 4 Way Speech Contest, Spring 2025

DRAFT Nov 17 9 AM

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First Step (Before February please):

* If you are just thinking about holding a 4 Way Speech contest, please register your club at <https://www.signupgenius.com/go/5080D4CABAF2FA02-53326097-2025#/> so we can have an early indication of attendance.

Second Step:

* If you hold your Club Contest on a Saturday, you’ll have more students and more judges
* Check with the speech and debate teachers in your local schools to see when their students will be entering such contests as UIL and Business Professionals.
* The District contest is Saturday, April 19 so your Club contest should be in late March or early April
* Reserve a location; it can be where your club meets each week.
* Set up a SignUp Genius speaker registration with the date, time and location; speakers can invite family. 9 am is a good start time. I can help you set it up.
* Send the information to the speech and debate teachers and ask them to recruit students. A student can enter two Rotary contests each spring. You’ll need prizes for 1st, 2nd and 3rd places.
* Recruit judges from your Club, Chamber of Commerce and Toastmasters. Send them the Judging Sheet in advance. They will use a separate SignUp Genius to register. I can help you set it up.

Four days before the Club Contest:

* Send reminders to the speakers and judges. Buy refreshments.
* Put numbers on index cards. The speakers will draw a card for their speaking order.
* Make lots of copies of the judging sheet and have pencils & calculators for the judges. Judges can also use their smart phone for adding.
* The timer will have large green, yellow and red sheets of paper. They will hold up the green when the speech has gone 5 minutes and leave it up until yellow at 6:15 and red at 7:00.
* Confirm your location. You’ll need a white board for posting the order of the speakers, tables for the refreshments and judges, and an optional podium for the speakers.
* Bring checks for the top three.

The day of the Club contest:

* Get there early to set up, including refreshments. No peanuts.
* The judges will be at a long table and will pass their evaluations to someone who will add them up.
* Greet everyone. Speakers and judges will sign in.
* The speakers will draw their place cards and write their names on the whiteboard
* Remind the judges to score the first speaker between 80 and 90 and base the later scores in comparison to the first speaker.
* The judges will score the speakers, and the referee will determine the winners.
* Announce the results, distribute the checks, and take photos for your newsletter and/or website.
* Go to our District website, register your winner, and pay the registration fee. (The website will be finished by February)

April 19, 2025:

* Come to the District Contest to support your club winner at the North Texas Performing Arts Center in the Shops at Willow Bend Mall in west Plano. The time is 9AM to 12; refreshments will be served.

Contact John Caldwell with questions [johnrcaldwell@verizon.net](mailto:johnrcaldwell@verizon.net) 972-948-4883

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