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

johnrcaldwell@verizon.net 972-948-4883

First Step (Before February 25 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 and helpers 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, then 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 $50 registration fee. (The website will be finished by January 30)

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 9 AM to 12:30; refreshments will be served. 1st prize is $500.

Contact John Caldwell with questions johnrcaldwell@verizon.net 972-948-4883

How to hold a successful club contest 2025 A