

ORGANIZING THE FOUR WAY TEST SPEECH CONTEST

AT THE CLUB LEVEL by Richard Gilman

DIRECTOR'S DUTIES BEFORE CONTEST DAY

1. Confer with last year's Four Way Test director for valuable suggestions & materials
2. Confer with your program director immediately for a date in February or early to mid March for your club level contest
PLEASE, Avoid scheduling your club contest during the week before the District 5810 contest!
3. Personally contact by phone the speech teachers and Interact Sponsors at the local high school(s) to obtain contestants. Touch base in the Fall and call back the 1st week in January. Send copies of all materials to the appropriate teacher(s).
4. Complete and return the entry form **BEFORE THE DEADLINE!** If names are not known, send in form and fee anyway and call district chairman the day the winner is chosen. You may send in form & fee TODAY!
5. Arrange in advance for three judges and a timekeeper/tally person (could be you!) Use Rotarians & save meal cost. Deliver a copy of the ballot to judges before the day of the contest for their perusal.
6. Run off ample copies of the attached ballot to use at the contest. Attached is also a sample grid to tally the "rankings." of multiple judges'
7. Arrange with treasurer to have scholarship checks for winners (1st, 2nd, & 3rd places usually get \$200., \$150., & \$100. respectively, but this varies among the clubs, AND monetary awards are not required) If your club plans to use plaques or trophies instead of or in addition to scholarship awards, order them in advance.
8. **Convince club president**
 - A. to begin 5 or 10 minutes earlier than usual
 - B. to let you take over immediately after prayer and pledge
DO NOT introduce students, teachers, visitors, etc., but **begin contest immediately.** Then, after speaker # 1 sits down, you have the visiting Rotarians and guests introduced!! After speaker # 2 finishes, have a report on the golf tournament and the district assembly. This fills up that dead time between speakers while judges are making notes. It is possible to hear 6 speeches in an hour Rotary meeting & announce winners. I've seen it!

DIRECTOR'S DUTIES ON CONTEST DAY

ARRIVE EARLY

1. Greet the contestants as they arrive and have them draw for speaking order
2. Do not allow students to sit at table with judges, and your **judges should not sit together.**
3. Judges should never confer, but should make copious notes on ballots.
Judge's rankings will be tallied by you to determine winners.

CONTEST BEGINS

1. Introduce the event and begin by calling on "speaker # 1" with no reference to student's name or school.
2. Do club announcements and visitor introductions between speakers.
3. **AFTER JUDGES TURN BALLOTS IN** to you, exit alone to tally rankings while someone introduces the judges, students, and parents or teachers. It is really classy to call on students to introduce themselves. They are quite capable "Hi! I'm Sally Student and I'm a junior at Hardrock High School where I am on the tennis team and a member of the National Honor Society! After graduation I plan on going to Austin College to study architecture. Thank you for hosting us today! This is my teacher, Ms. Speakeasy!"
4. Announce the results, give out awards, take photos for the newspaper, give ballots to students, and **contact the District Chairperson with the name & info about your winner immediately!!**
5. Be sure the winner knows the District contest is **Saturday, April 6 at 8:30 am at Collin College in Plano.** If she is unavailable to attend that day, ask your 2nd place winner to represent your club.