

**District 52 Speech Contests  
Toastmasters International  
Frequently Asked Questions (FAQs)**

1. Organization (see [www.district52.org](http://www.district52.org) for additional details)

1. Area Contests are in September (or early October if prior to Division)
2. Division Contests are in October
3. District Contest is November 1 as part of the Fall Conference
4. All Governors are urged to select a Contest Chair to work all the details
5. Areas are encouraged to pair up for efficiency
6. Summer/Fall 2008 contests are Humorous Speeches and Table Topics

2. Promotion / Flyers

1. Flyers must have all pertinent information
  - i. Attention getting appearance (graphics, etc.)
  - ii. Location – name, street address, room, etc.
  - iii. Directions / map to location (not everyone knows your neighborhood)
  - iv. Times – start of registration, briefings (contestants & judges), gavel time (can't start until after briefings are complete)
  - v. Cost – pre-registrations and at-the-door
2. Phone calling down to clubs and officers – need to plan and do it
3. Local publicity – press releases, etc.
4. Start early with promotion
5. Good attendance is highly important to the success of your event

3. Insurance

1. Mandatory that you provide insurance coverage for the event
2. Toastmasters insurance is free if requested early
3. They need name of location, address of location, point of contact, Email address, phone number, FAX number, date, and time of event
4. Email all info to TI to Annie Dedes, [adedes@toastmasters.org](mailto:adedes@toastmasters.org) , phone 949-858-8255 (ask for Finance Dept or Insurance)
5. Send copy of info to [LGET@district52.org](mailto:LGET@district52.org) and [Treasurer@district52.org](mailto:Treasurer@district52.org)

4. Budget & Finances

1. Planned budget must be submitted well before event with income (registrations, raffle, etc.) and expenses (facility, trophies, refreshments, certificates, small gifts to Toastmaster, Chief Judge, local host, etc.)
2. Trophies will be provided by District at \$75 / Area (1<sup>st</sup> & 2<sup>nd</sup> place in 2 contests)
3. To be approved, budget must show a profit or break-even
4. Must be approved by LGET
5. If approved prior to contest, District 52 covers difference; if not approved local Governor must pay for any costs above income
6. After event, a final report must be submitted to LGET and D-52 Treasurer
7. Profits are to be sent to D-52 Treasurer to help defer district contest costs.

It's customary for everyone attending to pay the registration fee, except District officers and Chief Judge, who cover most of the contests, and drive long ways to get there. Everyone else pays the registration fee unless the Contest Governor gives a comp. If desired and important, additional comps can be made at the discretion of the local Governor for other persons, such as facility host, Toastmaster, dignitaries, etc. This must be addressed in the budget submitted, so you can't count it as income. Remember that income must equal or exceed expenses for the event.

5. Manual Credits – Encourage participants to receive CL and CC/AC Manual credit for their roles.