District 23 CONTESTANT BRIEFING
- - Begin at least 20 minutes prior to contest - -

1) I will pronounce EACH name (and speech title) out loud to confirm correct pronunciation. I will make notes on the script, if needed. <Pronounce each name, title>

2) Has everyone removed your nametag or any kind of identifiable pin or button or item that could indicate your club, Area, or Division affiliation?

3) Who is using PROPS? Please connect with the Sergeant-at-Arms before the contest. You are responsible for ensuring your props are brought into and removed from the speaking area within the minute allowed between each speaker.

4) Here is the SPEAKING AREA <show>(Coordinate with Chief Judge prior to briefings). Is everyone ok with this area? <Change, if necessary>.

5) Here are the TIMING GUIDELINES for today <read appropriate ones>:

<table>
<thead>
<tr>
<th>Contest</th>
<th>Evaluation</th>
<th>Table Topics</th>
<th>Humorous/Internat'l</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target time</td>
<td>2-3 minutes</td>
<td>1-2 minutes</td>
<td>5-7 minutes</td>
</tr>
<tr>
<td>Min/Max Time</td>
<td>1.5 / 3.5 minutes</td>
<td>1 / 2.5 minutes</td>
<td>4.5 / 7.5 minutes</td>
</tr>
<tr>
<td>Green light</td>
<td>2 minutes</td>
<td>1 minute</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Yellow light</td>
<td>2.5 minutes</td>
<td>1.5 minutes</td>
<td>6 minutes</td>
</tr>
<tr>
<td>Red light (stays on until speaker finishes)</td>
<td>3 minutes</td>
<td>2 minutes</td>
<td>7 minutes</td>
</tr>
</tbody>
</table>

6) Here is the TIMER and BACKUP TIMER tools and how they work <show>

7) Here are the INTRODUCTION PROCEDURES for each contest:

   **Evaluation Contest**
   "When the SAA calls you into the room, please wait by the door until I call your name. When I call your name, please come up to the stage and shake my hand. When you are finished, I'll expect you to shake my hand before leaving the stage unless you tell me otherwise NOW."

   **Table Topics**
   "When the SAA calls you into the room, please wait by the door until I call your name. When I call your name, come up to the stage and shake my hand. I will read the question TWICE and then I will step away from the speaking area so you can answer. When you are finished, I expect you to shake my hand before leaving the stage unless you tell me otherwise NOW."

   **Humorous / International Speech**
   "When introducing each contestant, I will say your name, the speech title... then speech title again, and your name again. As I am introducing you, please come to the stage. I will shake your hand and leave the speaking area. When you are finished, I expect you to shake my hand before leaving the stage unless you tell me otherwise NOW."

8) Each of you have completed the *Speaker’s Certification of Eligibility and Originality* form (confirm). When you signed the form you affirmed you certified you have read and understand the rules regarding eligibility and originality.

9) If you believe another contestant's speech is NOT ORIGINAL, only you as a contestant and the judges can protest. Quietly raise the issue with the Chief Judge or Contest Chair to handle.
10) Let's draw for speaking order for each contest. I will confirm the order by reading it out loud to you, the contestants. I will also note the speaking order on my script. <read order>