

Template for Youth Chairs to complete to suit their contest



202_ District Briefing for Lions and Judges - the Young Speech Makers Contest 2020

Held at (location) _____

Day: _____ **Date:** _____ **0900 to 1500**

We now have all the registrations and are ready to run this event.

I attach the nominal roll of contestants – # _____ contestants have registered.

Duties are straight forward and the key aspect is that these young speakers enjoy the experience and for us to have some fun on the way. Anything (within reason) to ensure it runs smoothly and with as little tension as possible will help these young men and women perform to their best potential.

Sequence of events

0900	Lions arrive at Hall. Lion signage will be placed at front car park and entry to hall. Greeter to be available from 0900 ready for any early arriving visitors. (Name) Lions arrive to set up their morning tea. We will make sure each area is set up and ready for the young speakers and their escorting Lions or families. Install flag banners and signage on stage.
0930 onwards	Guests and families start to arrive – have a cuppa and mingle.
1015	Move all speakers to their waiting area and the District Youth Chair will brief them on the day and advise the results of the draw for sequence of speakers. Place a prepared sheet onto the wall as a reference. Impromptu speeches in the afternoon will be in drawn to ensure they are in a different to the order taken in the morning draw.
1028	Morning tea closed down in the Hall.
1030	Call to order –Health and Safety brief and contest rules are given to the audience by MC

Part One – Prepared speeches (Not less than 6 minutes or more than 8 minutes)

By 1045 - Underway with first speaker.
Once they have delivered their speech, speakers may join the audience.
As each speaker finishes, the next speaker comes across to the venue and waits for the clearance from the judging panel, they are then introduced by the MC and off they go.

By 1200 – 1215 - Completion of prepared speeches

Lunch break

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Part Two of the competition - Impromptu speech. One minute to prepare a speech on the 'topic starting phrase' given to them and they speak for not less than one minute but no more than 2 minutes.

Once they have delivered their speech, they may join the audience. As each one finishes, the next speaker comes across to the venue and waits for the clearance from the judges, they are introduced and off they go.

They will all be speaking in a different drawn order to Part One in the morning. Please select an open phrase that all speakers will be able to use their imagination on- e.g. "And then she told me..." . Make sure it is typed on a card or white sheet of paper in a large clear font so there is absolute clarity for the speaker.

1300 Start Impromptu speeches.

By 1400 or so, when the impromptu speeches are completed, the judging panel withdraw to consider their decisions.

On their return, their decision is provided to the MC and winners announced along with any relevant brief comments from the Chief Judge. All speakers come forward to receive certificates from the DG or appointed delegate.

On completion of presentations to the speakers, present certificates and/or gifts to judges, timekeepers, etc.

Thank all for their attendance and wish them safe travels home.

Signed _____
District Youth Chair