

# ROTARY 2021-2022 SPEECH CONTEST

## How to Begin

1. Select the date for your club contest and get it on your official club calendar today!
  - a. Club contests: Between January 1 – 31, 2022
2. Once you have scheduled your club contest, contact your high school. This should be done as soon as you have your club contest date.
  - a. **Send them the following documents: *Brief Facts (be sure to personalize them first), Speaker Agreement Form, Judges Scoring Sheet, Speech Contest Seeding and Prizes Sheet.***
3. As soon as is convenient, call your high school to find out the potential number of speakers. The target is 3-5 speakers for your club contest. You may need to have a preliminary contest to identify the best participants, though this is often done by the schools.
4. Check in with your high school contact multiple times before the contest date but especially the week before the Contest. Remind them each speaker must fill out and have their parents sign the Speaker Agreement Form, and have the contestant bring the filled out form with them to the contest. Collect the sheets prior to the contest so that you can use them to introduce students after the contest!
5. Provide you Area Contest Chair the information on your winner as soon as possible after the Contest.

***Read the “Facts for Club Contest Chairs” document. It includes lots of valuable information, and will answer many of your questions!***