

12. _____ Select one escort (preferably a Legionnaire) for each contestant and one overall escort to serve as Head Escort and do the leg work in notifying the individual escorts to come for their speaking.

_____ Select number of escorts needed

_____ Brief the escorts ahead of time on their duties and be sure the Head Escort has a copy of the instructions sent to you.

_____ Be sure the escorts prevent any outside contact with the contestants during the contest.

_____ Be sure the escorts are briefed on how to handle the individual contestant's preparation for the assigned topic.

13. _____ Select two timekeepers:

_____ Brief them based on the instructions.

_____ Furnish them with one set of time cards which you make up with large numbers for 3, 4, 5, and 6 minutes.

_____ Be sure they have two working stop watches and know how to use them.

_____ Seat them together near the front, easily visible to the contestants.

_____ Timing starts with first word of oration following announcement of the title of the oration by the chairman.

14. _____ Select three tabulators ahead of the contest. Brief them and describe the process of scoring as defined in the rules brochure and materials which are furnished to them.

15. _____ Be sure the contestants are briefed just ahead of the contest on the following items:

_____ Hold a drawing of positions for speaking. Introduce them as "Contestant number 1, 2, 3, etc. They follow the same order for both the prepared oration and the assigned speech. Be sure you know the correct name for each number drawn.

_____ Tell them the location of timekeepers.

_____ Tell them that the drawing of the assigned topic will be held just before the last speaker gives the prepared oration and the card will then be given to the escort for Contestant # 1 who is to have 5 minutes in a separate room to prepare his/her assigned talk. The escorts are to pass this card along to the next speakers in turn and be sure each has 5 minutes to prepare.

_____ Tell the contestants they will be timed from their first word until their last word.

_____ Remind the contestants that the prepared oration is to be between 5 and 6 minutes and the assigned talk is to be between 3 and 5 minutes. A negative point is assessed for each minute or fraction thereof in violation.

16. _____ You may open the contest by having any of the following:

_____ Announce the beginning and proceed without other formalities.

_____ Arrange to have a Post advance colors and give the Pledge of Allegiance.

_____ Have colors in place and give the pledge.

_____ Have an opening invocation.

17. _____ Continue the contest with these points:

_____ Have all contestants seated at the front during your introductory remarks.
_____ Tell the audience that no applause is to be given during the contest.
_____ Tell the audience that no smoking is allowed during the contest.
_____ Announce that no flash pictures during speaking.
_____ Tell the audience the functions of the timekeepers
_____ Ask the escorts to take the speakers from the room.
_____ Ask the Head Escort to call for Contestant #1. Introduce as “Contestant #1.” Be sure to announce the Contestant's Oration title. Follow this model throughout.
_____ As soon as the contestant is escorted from the hall, ask the timekeepers to report the time. Announce the time to the audience and judges and tell the number of negative points (if any) which should be assessed. Do this for both the prepared and assigned talks each time.
_____ Have 3x5 or 4x6 individual card prepared on each of the 4 assigned topics (with content) in separate envelopes. Just before the last speaker speaks, ask a member of the audience to draw one of the cards, then give this to the Head Escort to see that it reaches the first speaker for 5 minutes of preparation.

_____ Have your own extra set of cards(or a copy of the sheet you gave the judges) on which are the four topics and their contents. Mark the topic chosen, to remind you. Then after the last speaker gives his/her prepared oration and leaves the hall, read the complete topic for the assigned talk and contests to the judges and audience. Each contestant then will speak on the same topic. Be sure that after giving the assigned talk, the contestant is kept away from contestants who have not given their assigned talk.

_____ After all contestants give their two talks, ask them to return to the front of the hall in the order of speaking. At this time the audience may applaud all of them at one time. Then ask the escorts to take them from the hall. They are not to be returned until the scoring is completed.

18. _____ After all contestants speak and they leave the hall, follow these steps:

_____ Have tabulators located in front of the hall or at side. Judges are completing their score cards at this time.

_____ If judges have questions, they should hold up their hands and a tabulator should go to them to assist them.

_____ If a judge asks to see a copy of the prepared oration, take it to him/her. Be sure no identifying name is on the copy. Again code these as Contestant #1, #2, #3, etc.

_____ During the time judges are scoring, have a person or Legionnaire introduce distinguished visitors. The District Commander may do this and make some remarks. At least 5 to 15 minutes of time will need to be killed.

_____ Have a table at the front of the hall in full view of the audience where the tabulators will sit and summarize the score cards of the judges (or they may proceed to a private room). Be sure all three tabulators agree. If an math error is found on the score card, have a tabulator take it back to the judge to make corrections before final tallies are made.

_____ If a tie or ties occur for the winner or alternate, follow the rules procedures because a winner and alternate must be named. There can be no tie at the end of the contest.

_____ When the tabulators finish and the winner and alternate are determined, be sure you get the correct name for the drawn number of the winner and alternate. 1 Announce only the winner and alternate.

19. _____ When the winner and alternate are clearly determined, ask all contestants to return to the front. Applaud them again.

_____ Have each contestant in order of appearance introduce self and parents, friends, and speech teachers.

_____ Have District Commander or yourself present the medal (or any district trophies/ scholarships/ certificates) to the alternate and winner.

_____ Introduce to the audience at this time your

_____ Judges

_____ Escorts

_____ Timekeepers

_____ Tabulators

_____ Thank any others who helped

_____ Announce the date, time, and place of the Zone/State Contest.

20. _____ Prepare certification blanks and send a copy to the Zone Oratorical Chairman and to the Oratorical Commission Chairman.
21. _____ Release appropriate new releases afterwards about the winner, other contestants, and next contest.
22. _____ Write "thank-you" letters to all who were involved. Notify the winner orally and in writing about the time, date, and location of the next contest. Be sure the sponsoring Post of the winner knows its responsibilities to support the winner to the next contest.
23. _____ Be sure that no merchandise which can be converted to cash or no actual cash awards or bonds are made to contestants. Only medals, brooches, or certificates should be given; however, trophies purchased by the "Post" or "District" can be given. Some Districts also provide a "scholarship" award to be redeemed after graduation. Some colleges and universities may also authorize scholarships for after graduation from high school.
24. _____ If this is a Zone Contest, notify the winner that the State Oratorical Chairman will mail information about the State Contest. Remind the Zone winner, the only basic change is that the prepared oration will be between 8 and 10 minutes in length.