

## **Tech Checklist: [courtesy of Tim Carlisle, DTM – Club Growth Director, District 4]**

### **Before the contest:**

1. Test Speaker
  - Since all club meetings have gone virtual, many Test Speakers are shopping around their speeches and speaking at numerous clubs and contests. Ask your test speaker for a list of clubs/contests that they have spoken at this year to ensure that they will be unknown to your Evaluation contestants.
  - Not all Test Speakers will know which clubs are part of which Areas so instead of asking them if they've spoken at any Area A1 clubs (for example), get the club names and do the due diligence yourself.
2. Set up the Zoom call for the contest
  - Go to meeting settings and turn off the video option for attendees when joining. This ensures that when someone joins late, they don't join with video and pop up on the speaker's screen. This doesn't prevent attendees from ever showing their video, it just prevents it from initially popping up when they first log on.
  - Go to advanced settings and let people join 15 min before the start of the meeting.
  - Go to advanced settings and mute all attendees on entry.
  - Send out the Meeting URL and Meeting ID to all participants.
3. Set up the Zoom call for the Contestant briefing.
  - Record this call to send out to all contestants after the meeting.
  - Invite all contestants (Evaluation and International) as well as the SAA.
  - Send out the contestant eligibility forms as well as the interview forms along with this invitation and ask them to email back these forms to the Contest Chair BEFORE the briefing.
  - Things you will cover on the call:
    - Pick speaking order:
      - Using a blank sheet of paper, put post-it's on one side with random letters. On the other side will be a number. Have contestants pick letters one at a time and then when all contestants have picked a letter, flip the paper over to show the number that they have picked.
      - Mix up the letters/numbers for the second set of contestants (since you need to do this once for Evaluation and once for Int'l)
    - Decide on the speaking space (i.e. sides of the screen and waist up)
    - Have each contestant stand up and walk their own speaking space so they can mentally (or physically) mark the space for themselves.
    - Have each contestant say a few words: Name, club name, and favorite ice cream (for example). Something short and sweet so they can go back and see/listen to themselves on the recording. This will help them gauge whether they need to project their voice more or if they need better lighting, etc.

- Tips for speakers: front lit lighting is important to see facial expressions; remind friends/family that live with you not to interrupt you during the contest, put your laptop up on a box or stand so the camera isn't tilted up at you. You want the laptop camera to be looking straight at you when you stand up; wear a contrasting color from your background; don't use a virtual background when giving your speech because parts of your body will randomly disappear.
  - Remind speakers that side-to-side movements come across better than forward and back. Encourage them to stay in that visual plane.
  - Show the contestants what your timer will be doing (i.e. holding up signs/paper with the time)
    - Show contestants how to hide all participants that aren't showing their video so they only see two tiles on their screen: themselves (to ensure they are staying in the speaking area) and the timer.
  - Having the contestants and SAA go to the breakout room and come back (one at a time). Also have the contestants practice folding their notes, taking off any headphones and pushing back from their computer so they don't accidentally go back to the main meeting too soon.
  - NOTE: If an International contestant does NOT want to see the other International speeches before their own, they can opt to go to a separate breakout room while they are waiting. You can set this up separately and add the SAA and Int'l contestants. Remember, ALL contestants MUST be on the call when the Chief Judge is reading the rules. They cannot leave to go to the breakout room until the Chief Judge is finished.
4. Set up a Zoom call for the Functionaries briefing.
- Invite: Chief Judge, Judges. Timers. Ballot Counters, Test Speaker
    - You are inviting the Test Speaker so they can test out their tech set up to make sure they can be heard and have good lighting.
  - Send out the judge eligibility forms with this invitation and ask them to email back these forms to the Contest Chair BEFORE the briefing.
  - Things you will cover on the call:
    - How the timers will be showing the time cards to the speakers.
      - Note: Timers should NOT use a virtual background when holding up timing cards because the cards tend to take on the virtual background and disappear.
      - If timers don't have their own timing cards, they can use items instead (i.e. green sticky note, yellow lemon, or a red notebook)
    - How the judges will send in their ballots (i.e. take a picture of their signed ballot to send in via email or text)
    - Judges should send their ballots in to three people: two ballot counters and the Chief Judge
    - The tie breaker judge should send their ballots in to the Chief Judge and the Contest Chair

- You can also test moving the ballot counters and Chief Judge over to a separate Counter Breakout room where they can discuss the ballots and confirm they have counted the ballots correctly.
- Chief Judge and the Contest Chair decide how the Chief Judge will communicate the results (via text message or via email)

**At the contest:**

- Tech Chair gets on the call 30 minutes early to do a tech check.
- Encourage contestants and functionaries to join early (30 minutes prior to contest start time) so they can ensure audio/visual is working on their end and the contestants and other functionaries with speaking parts can do a mic test.
- Instruct your audience to join 10 minutes before the start of the contest. If the general audience joins 30 minutes in advance, it feels too long.
- Tech Chair can also share their screen in the beginning before the contest starts with the following instructions.
  - **We will begin the contest promptly at 6:45 pm**
  - Feel free to turn on your video and microphone to socialize with each other before we get started.
  - For best viewing during the contest, use the “Gallery View” (you can toggle this on in the upper right-hand corner.
  - Once the contest starts, everyone will be muted, and video will be turned off. The Tech chair will unmute and turn on video feeds for speakers during the contest.
- Tech Chair check-list before the meeting starts:
  - At the start of the meeting, open up the meeting, click “Manage Participants” so the panel shows up on the side. At the bottom of that panel, click the button that says “More.” Make sure the following options are checked:
    - Muting participants upon entry.
    - Play enter/exit times.
    - Allow Participants to Rename themselves
      - This one is important because you don’t want a judge to identify themselves and you also don’t want people changing their name once you’ve renamed them (see below for renaming).
    - NOTE: During the contest, when a contestant is speaking, uncheck the box that says:
      - Allow participants to unmute themselves.
      - NOTE: Make sure to recheck this box after a contestant is done, especially during contestant interviews.
  - Rename the following roles so it’s easier to find them in the list. Keep their name, just add their title in front of their name:
    - Toastmaster
    - Chief Judge
    - SAA
    - Test Speaker

- Eval Timer
  - Both timers will be timing the speech, but only one will show their video at timing cards. This is the timer that will show the cards for the Evaluation contest.
- Int'l Timer
  - Both timers will be timing the speech, but only one will show their video at timing cards. This is the timer that will show the cards for the International contest.
- Contestants with speaking order indicated... i.e.
  - 1 Eval: name
  - 2 Eval: name
  - 1 Int'l: name
  - 2 Int'l: name
- Make the following roles a co-host so they can help unmute people in the breakout rooms and mute participants (if needed) during the meeting):
  - Toastmaster
  - Chief Judge
  - SAA
  - Contest Chair
  - Area/Division Director in charge of the contest.
- Turn off the “share screen” function for participants so someone doesn't accidentally share their screen during a contestants speech.
- Set up the breakout rooms:
  - Contestants
    - Members: all Contestants and SAA
    - Before the contest, have the contestants do a final tech check in this room before the contest starts.
    - During the contest this room will be where the SAA will sequester the contestants.
    - NOTE: This room can also be used for the International Speech Contest if one of the contestants doesn't want to listen to the other speeches.
  - Functionaries
    - Members: all functionaries
    - Before the contest, have the Chief judge, Ballot Counters, Timers, and Judges (but not the tie breaker judge) connect in this breakout room to remind everyone how to submit their ballots and make sure everyone is set. Also have the judges practice sending in their ballots to the Chief Judge and ballot counts. This will help the process go faster during the contest.
    - During the contest, this is where the Chief Judge and Ballot Counters will go to be able to have private conversations around tabulating the results.

- During the contest, follow the script and unmute/show video for each person as it's their turn to speak. Re-mute and turn off video once people are done speaking.
- Before the Test Speaker can be interviewed, the Tech Chair needs to confirm that the SAA and all Evaluation Contestants have gone into the Contestant breakout room.
  - The SAA should text the Tech Chair once the 5 minutes have expired so the Tech Chair can tell the Toastmaster that they need to wrap up the interview.
  - Then the Tech Chair will text the SAA and let them know that they can have the first contestant rejoin the main meeting.
  - After the first contestant, during the 1 minute of silence for the judges to fill out their ballots, the Tech Chair will text the SAA to let them know that they can send in the next contestant.
  - When the last contestant rejoins the main meeting, the SAA can also rejoin at that time.
- Since the contestant will be coming off mute and turning their video back on, do a quick tech check with each contestant before the start. Do this BEFORE the Toastmaster introduces them.
  - Mic check
  - Ensure that the contestant can see the timer on their screen. Recommend "Gallery View" so they can see themselves and the timer.
    - Alternatively they could pin the timer's video, but then they wouldn't really see themselves.
- It may feel like it takes a long time for judges to submit their ballots, but you cannot start contestant interviews until after all judges have submitted their ballots so don't rush this time. The Chief Judge should text the Tech Chair once all ballots have been collected so the Tech Chair can let the Toastmaster know it's time to start the interviews. Instead of just having the Toastmaster stare at the screen the whole time, I'd recommend sharing another slide that says:
  - The judges are completing their ballots.
  - We will resume with contestant interviews once we have confirmed that all ballots have been submitted to the Chief Judge.
  - Thank you for your patience!
- The Tech Chair can keep an eye on the Functionary breakout room to see when the Chief Judge and Ballot Counters have gone In and when they are done.
- During the break between contests, have a slide up so that people know the call didn't drop. Everyone is on mute and videos are off during this 10 minute break and a slide reassures people and you should also have the time the contest will resume on the slide: i.e. We will resume at 7:50 pm. Enjoy a stretch break!
- For the presentation of awards, turn back on the video and audio for all contestants. Remind audience again to have their screen in gallery view to be able to see all the contestants.
- At the very end, after results have been announced, encourage the audience to unmute themselves and turn their cameras on so they can congratulate all of the contestants.