

Summary of Hosting for Public Speaking

A Week Before the Night

1. Check the number of stop watches and bells you require. Ask CSDA for assistance if needed.
2. Organise chairpeople and timekeepers.
3. Organise 3-5 helpers to work with the CSDA representative on the night.
4. Photocopy chairperson's and timekeepers' sheets.
5. Work out which rooms you will use.
6. Organise bells, stopwatches, whiteboard markers/chalk, blue tack, sticky tape into clear pencil cases or boxes, labelled for each year and room.
7. Organise where competitors will meet.
8. Organise where you will serve supper.
9. Check that you can heat water for tea/coffee?
10. Check that you can serve cordial. Suggest: a 10 litre container.
11. Organise signs for each room.
12. Organise five of your chairpeople to act as Registration clerks.
13. Purchase tea, coffee, cordial, biscuits, cake, sugar, milk, cups, stirrers, plates. Assume approximately 300 people will attend.
14. Organise keys for toilets – male and female
15. Make sure you have keys for all the rooms that are going to be used.
16. Organise five desks and five chairs in your meeting place for registration desks.
17. Organise a room where adjudicators can meet for briefing. Suggest: regular classroom size.
18. Organise a microphone for the meeting place.

On the Evening

1. Put signs on room doors.
2. Pin up a couple of maps of your school indicating which rooms are being used.
3. Open rooms and toilets.
4. Put tea/coffee urns on and put cups and tea/coffee out (do not put biscuits/cake out yet)
5. Put out chairperson / timekeeper forms and filled pencil cases/boxes – available for your briefing with the chairpeople and timekeepers.
6. Arrange for your CSDA organiser helpers to have blue tack, pens and sticky tape.
7. Have a PA system available – in working order – and someone who knows how to use it.
8. As competitors begin to arrive ensure that they register. Make announcements every five or so minutes to remind people.
9. Once categories start to fill up, meet with your chairpeople and timekeepers. Run through the sheets with them and ensure that they understand what is expected of them. Remind them that they are responsible for the room and ensuring that the adjudicator is able to meet their requirements. Explain that they will be going into rooms from seniors down, and that they need to wait for all of those people who are going with them to follow. Remind them that they should lock up rooms before they leave.
10. Adjudicators will meet with the CSDA representative at your school. This will happen about 10 minutes before the competitors are called to rooms.
11. Each room is now in speaking time.
12. Organise to put out the biscuits/cakes and ensure there is enough water in the urns, milk, coffee, etc. out. Leave some supper for the senior levels (Typically take out one-sixth of the food as each category arrives).
13. Adjudicators will return folder and names of those proceeding to the next round to the CSDA representative.
14. Make sure your chairpeople and timekeepers return the pencil cases/boxes with all contents intact.
15. Check that every room is locked up, toilets, gates, etc.