

Checklist for District Leaders

2022 International Speech Contest Region Quarterfinals

Is your District ready for region quarterfinals? To set yourselves up for success, make sure you are prepared to record and submit your District-level speech contest winner video in accordance with the region quarterfinal video recording rules. It is the responsibility of the Program Quality Director (PQD) to ensure that your District meets all requirements for participation. If you are not the PQD, you are welcome to support them in this role and ensure they have all information.

Now

What you can do to prepare now:

Share your conference dates and contest format

- Post your District conference dates to your website as soon as possible.
This will ensure that you receive timely and accurate information from World Headquarters regarding the submission process and deadlines for your District.
- Ensure all contestants are aware of your selected contest format.
Each District was required to indicate their contest format (in-person or online) to World Headquarters by July 31, 2021. All contests at the Area, Division, and District level must follow the selected format. Inform all leaders of your selection and ensure contestants are notified.

Make sure you are aware of all video recording requirements

- Review pages 16 and 17 of the [Speech Contest Rulebook](#) to ensure you are familiar with all region quarterfinal video recording requirements and submission rules.
- If your District selected an in-person format, review the [Region Quarterfinal Tips](#) video to ensure you are prepared to record your contest in this format.
- If your District selected an online format, review the [Online Speech Contests Best Practices](#) document and the [Video Recording Guidelines](#) document and ensure you are prepared to conduct your speech contest online. Share this document with all contest officials or others helping with your contest.

Just before your conference

What you can do when your conference gets closer:

Look for communications from World Headquarters

A few weeks before your District conference date, you will receive an email with detailed instructions for submitting video and forms from the region quarterfinals team.

- Ensure that you understand the instructions and contact World Headquarters right away if you have any questions.
- Download forms included in the email and have them ready to send to contestants.
- Ensure you are prepared to submit video and forms immediately following your conference.

This email will also include a specific submission deadline for your District, approximately one week following your conference date.

- Take careful note of this deadline, as it is critical that you submit on time.

Have all contestants sign required forms (digital signatures are accepted)

- A signed copy of the [Region Quarterfinals Video Release Form](#) (1193).
- A completed [Speaker's Certification of Eligibility and Originality](#) (1183) document.

Ensure all contestants are eligible

- Before your contest, conduct a thorough eligibility check on all contestants.
Review page 6 of the [Speech Contest Rulebook](#) and confirm all members competing in your District contest were eligible at all previous levels.
World Headquarters will confirm eligibility of all region quarterfinal contestants; if it is determined that a contestant was ineligible at a previous level of the contest, they will be disqualified.

Conduct a trial run

- Carefully test your online or in-person setup and ensure it will allow you to meet all region quarterfinal requirements. If you are holding your contest online, use the [Video Recording Guidelines for Online Speech Contests](#) to help you in this process. If you have a designated individual in charge of online setup and recording, ensure they have both this document and the [Speech Contest Rulebook](#).
- During your trial run, test your recording. Have someone act as a contestant, and ensure your selected online platform or video recording setup captures as desired.
- If conducting your contest online, ensure you have tested each contestant's video setup as outlined in the [best practices](#) and [video recording guidelines](#) documents.

After your conference

What you need to do after your conference:

Submit video and forms

- Assign a team member to prepare your video so that it contains only the first-place winner's speech. Make sure they know this needs to be done immediately following your conference.
- Submit your video and forms from your first-place winner right away.

You will have approximately one week following your District conference to submit video.

If you do not submit by your deadline, you could delay both judging and the announcement of results for your region.

- Include the following forms along with your video:

A signed copy of the [Region Quarterfinals Video Release Form](#) (1193).

A completed [Notification of Contest Winner](#) (1182) form.

A completed [Speaker's Certification of Eligibility and Originality](#) (1183) document.

Let your first-place contestant know what to expect

Judging for each region will begin as soon as all Districts in that region have submitted video of their District-level contest. World Headquarters will send you information about the timing for your region.

- Share this timing with your first-place winner.

To ensure contestants proceeding to the semifinal level can begin planning as soon as possible, the results from each region will be announced as soon as they are final.

- Let your contestant know that each region contest is on a unique timeline and not all region quarterfinal results will be announced at once.