How to Run a Speech-A-Thon (modified 6-27-14)

A#1 Designate the speech-a-thon chair

This person will be in charge of delegating tasks and overseeing all areas to put on a successful event. Suggested tasks to delegate might be food, recruiting speakers, functionaries, and venue. Checklist;

a) Find a suitable venue, date, and time (after work, weekends, in place of a regular meeting)
   a. Our traditional IMM East conference room (if on a Saturday, the front doors are locked)
   b. DNC East conference room (doors also locked)
   c. Someone's home
   d. Park, beach, other public gathering place
   e. Need to bring items from the cabinet or arrange to have a key
b) Arrange for food
   a. Delegate a Food Chair and determine a budget
   b. Potluck
   c. Pizza (pickup or delivery?)
   d. Breakfast vs. Lunch vs. Happy Hour vs. Dinner items
c) Recruit speakers
   a. Announce at the club and by e-mail
   b. Delegate a Speaker Chair to sign people up, get their speech titles, goals, and timing
   c. Able to have longer advanced speeches that could be 15-20 minutes long
   d. Decide if there are enough speakers to hold multiple sessions (suggest no more than 6 speeches per session, so people can pay attention, then get up and move around)
d) Recruit Toastmaster
   a. Decide if there will be multiple sessions and multiple Toastmasters
e) Recruit functionaries
   a. Each speaker can also be a speech evaluator
   b. Timer is required
   c. Could skip the grammarian and general evaluator roles; Ah/Uh counter is useful.
   d. Table Topics are optional, if you want to complete more speeches
   e. Videographer is optional, but useful

In the past, we have held these events in conjunction with another club. This gave us a chance to see new speakers and to have different evaluations.

It's useful to hold these events in June, when clubs are striving to meet DCP goals. However, having one speech-a-thon a quarter is very useful as well.

The DropBox has flyers from previous Speech-A-Thons in the Flyers folder.

Once, we had three sessions of 6 speakers (18 total) in one day, but people only attended their particular session. Most of the club members were able to present a speech on that one day. In between sessions, we had team-building games or lunch with Table Topics, so that participants of two sessions could interact with each other, before the first session's participants left.