

Contestant Self-Check List

Toastmasters Rules for recording District Online Speech Contests:

1. Audio must be clear without echo, static or excessive noise.
2. The camera must be high definition.
3. Only single camera setup, use of multiple angles not allowed.
4. Camera must be steady to prevent unwanted movement.
5. Camera must have unobstructed, in-focus view of the contestant.
6. Entire speaking area must be visible by camera.
7. Zooming is not permitted (if you camera that has a feature that automatically adjusts to keep you in frame that must be turned off).
8. The speaking area must be fully lit. Speaker's facial expressions must be visible throughout the speech. The image should not be too bright or too dark.

Contestant Quick Reference Checklist

- Use a wired connection if possible. Try to be the only device on your internet connection during competition (turn off other devices).
- If using WIFI try to locate the best spot for maximum bandwidth.
- Have a backup device ready should primary fail.
- Keep quick access to Zoom Link in case you lose connection.
- Know how to quickly respond should technology fail.
- Limit other distractions in the house.
- Get Contest Chair and Chief Judge contact information in case you have to text them.
- Ensure you have a neutral looking background (avoid virtual backgrounds as you can disappear when moving).
- Ensure good lighting. Main light behind camera, not pointing at camera.
- Ensure camera does not auto zoom to keep you in frame.
- Alert Contest Chair and Zoom Techs about any special needs.
- Have fun and win!

Resources:

[Video Recording Guidelines for 2021 District Online Speech Contests](#)

[Online Speech Contest Best Practices item # 479](#)