



Speech Contest Reporting Guide

Compiled by: District Chief Judge, D226, PY 2026:27

Guidelines for Completing the Contest Results Form

Purpose

This form is the **official District 226 record** of the speech contest. The information submitted through this form will be used for:

- Recording official contest results.
- Verifying contestant eligibility for the next level.
- Maintaining District contest records.
- Preparing certificates, recognition and subsequent contest communications.

Please complete the form **immediately after the contest**, once the results have been officially announced.

Before You Begin

Please keep the following information readily available before opening the form:

✓ Contest Date: Actual date of the contest

✓ Contest Type: One out of four types. Evaluation Speech Contest, Table Topics Contest, Humorous Speech Contest or International Speech Contest

✓ Contest Level (Club / Area / Division): 3 Different Levels

✓ Membership IDs of:

- All contestants
- Contest Chair
- Chief Judge
- Voting Judges
- Tie-breaking Judge

✓ Contact details of the person submitting the report.

Link/QR to submit the contest report.

[D226 - Notification of Contest Results – Fill in form](#)

QR Code:



Following the above link/QR code, it will open a Microsoft form.

If the all the required information is available, estimated time to complete one report is approximately 8 minutes.

Besides, filing the online report, **it is also mandatory to inform winners** (1st, 2nd and 3rd place) for each contest **via email** to District Chief Judge and Program Quality Director for each contest. The email ids are given at the bottom of the document.

Submit both the online contest report and the email **within one week of the conclusion of the contest.**

Important Instructions

1. Enter Membership IDs Carefully

For contestants and contest officials, **enter only the Toastmasters Membership ID**.

The system automatically retrieves the member details based on the Membership ID. An incorrect Membership ID may result in incorrect contest records.

If a Chief Judge is filing the report, Please provide the following details like name and Membership ID of Contest Chair and vice-versa. If a district officer is filing the report, ensure that CJ and CC names and Membership IDs are provided.

2. Contestant Order

Enter the details of contestants in **their final ranking**. Please enter only their Membership ID.

- 1st Place Winner
- 2nd Place Winner
- 3rd Place Winner
- Remaining contestants in order of placement

Please note you must provide the order of all the contestants who participated.

3. Additional Information for ESC and TTC contests.

Evaluation Speech Contest	Table Topics Contest
Provide Test Speaker's Membership ID	Provide Exact Table Topic.

Depending on the contest type selection, additional questions will be presented.

4. Number of Contestants

Select the **total number of contestants**. The form will automatically populate/display the required number of contestant fields.

If your contest has **more than 30 contestants**, please contact the **District Chief Judge or Program Quality Director** before submitting the report.

5. Disqualified Contestants

If any contestant was disqualified:

- Enter the contestant's Membership ID.
- Select the applicable reason for disqualification.

Important: Do not include disqualified contestants among the winners.

6. Voting Judges

Enter the **actual number of Voting Judges**.

The form automatically displays the required number of Voting Judge fields. Ensure the Membership IDs entered are accurate.

7. Reporting via email:

After filing the contest report, the reporting person must also send an email to the District Chief Judge and Program Quality Director. Below is a sample draft of an email.

Draft

Dear DCJ and PQD Office:

The following contest has been concluded at (Club/Area/Division) Level
I am happy to share the following details as Chief Judge/Contest Chair/District Officer

Name of Club / Area / Division

Type of Contest: HSC/ESC/TTC/ISC (Strike out/Delete whichever is not applicable)

Date of the contest:

Position	Name	Membership ID
1 st Place		
2 nd Place		
3 rd Place		

I confirm that the contest report has been filed online.

Regards,

Name of the reporting official.

End of Draft

Should you need any further information or clarification, do not hesitate to get in touch with the following officers

District Chief Judge: Akash Nirabhra

Phone: +91 72765 72049

Email: dcj@district226.org

Program Quality Director: Biman Gandhi, DTM

Phone: +91-98226 66355

Email: Biman.Gandhi@district226.org