



CONTEST BUDGETS

PLANNING FOR AREA AND DIVISION CONTESTS

Appoint a host club to conduct the contest with you¹

Appoint a Host Club to conduct the contest with you. Note that District 70 allows the Host Club to retain any surplus funds from the contest. This is an incentive for the club to host the contest and to do so profitably. The club also has the opportunity to run a raffle (and generate additional funds) and for members to be involved in the administration of the contest. All income/expenditure must go through the Host Club bank account.

Contest Budget

The Area Director prepares the contest budget in consultation with the Host Club and submits it to the Contest Budgets Officer at budgets@d90toastmasters.org.au no less than 28 days prior to the contest. District 90 will not cover any loss on the function unless the contest budget has been submitted and approved before the contest is promoted or any items are purchased.

The budget form is available from <https://www.d90toastmasters.org.au/doresources.html> as both an Excel and PDF document.

Area Directors, this is your Contest! The only way to ensure your host club will not be out of pocket, is to ensure you have the budget approved on time.

Tips for preparing your contest budget

1. Look at your expenditure section first in line with the following:
 - a. Trophies - These guidelines are suggested to keep costs reasonable.
 - i. 1st place trophy and certificates for 2nd and 3rd place
 - b. Engraving – do your research to keep this as low as possible
 - c. Room hire – try to source free venues. If there is a cost involved, try to keep the cost below \$100
 - d. Equipment Hire
 - i. Areas – no equipment hire should be needed
 - e. Gifts/thankyou cards – only thank you cards for judges etc to the total value of \$10. A gift should be given to the “test” speaker to the value of \$20 - \$30, if possible.
 - f. Printing – black and white printing only
 - g. Contest forms – these can be downloaded from Toastmasters International <https://www.toastmasters.org/shop/contests/certificates> for printing
 - h. Certificates – certificates can be purchased/downloaded from Toastmasters International.
 - i. Catering - this should be kept to a minimum:
 - i. The non-paying guests include:
 1. Contest chair x 1
 2. Contestants for both contests – could be up to 12
 3. Judges – optional with agreement from judges
 4. Test speaker for the evaluation contest
 - ii. Fixed Catering Cost – this section is used if there is a fixed cost regardless of the amount of people attending. This includes tea, coffee etc purchased for the event.
2. Income is based on the expected expenditure. For Areas, there are two options when looking at

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income once you have tallied up the expenditure:

- a. Club contribution – this needs to have agreement from ALL clubs in the form of minutes from your Area Council meeting or an email from each club
- b. Door charge for paying guests
- c. There should be no more than a \$50 surplus

Post Contest²

- Bank all contest takings (or the balance) into the host club's bank account and arrange for the club to pay all bills.
- Send thank you notes to contest officials and special guests.
- Wrap up the financial side by completing the actual v budget form and notify the budgets officer of the financial outcome. Send the completed contest budget form (actual v budget) to the budgets officer.
- You must submit a Contest Actuals Form no more than 14 days after your contest.
- If there is a loss from the contest the deficit is taken from the raffle profit. If there was no raffle or if there is still a loss, the District will reimburse the club only if a budget form has been submitted and approved.
- The Contest Actuals form along with a Claim Form needs to be sent to the budgets officer.
budgets@d90toastmasters.org.au.
- Complete the Notification of Contest Winners form and send them to the contest chairman at the next level of the contest, together with the Speaker's Certification of Eligibility and Originality and Speech Contestant Profile forms.



² **Under no circumstances** should any contest money or related contest activity money be banked into any form of area, division or personal bank account.