Dear Ballot Counters

Thank you for accepting the role of Ballot Counter for the [Name of Contest] Contest.

The purpose of this email is to acquaint you with the procedure for the contest.

The following is pertinent to you as a contest official. Please read carefully.

**Place and Date of Contest**

Date:

Time: Contestant and Officials Briefing starts

 Contest starts at

Venue:

Transport:

**Procedure for Contest**

Please familiarise yourself with the [Toastmasters Speech Contest Rulebook (1171)](https://www.toastmasters.org/resources/2021-2022-speech-contest-rulebook-english) and the [Ballot Counter’s Tally Sheet](https://www.toastmasters.org/~/media/F1586830529047B5A2325167B925D4B1.ashx?la=en). A copy of both items are attached.

Here is a [video overview of contest roles, “When You are the Judge” and “Judges Guide and Ballot”](https://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials).

The contest officials briefing will be held at the contest venue on the day at [TIME]. Please ensure that you arrive early to be on time for the briefing.

If you have any questions, please contact me on [mobile number] or email [email].

Sincerely,

Name

Role