Dear Judges

Thank you for accepting the role of Judge for the [CONTEST NAME] 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

Parking:

**Procedure for Contest**

Please familiarise yourself with the [Toastmasters Speech Contest Rulebook (1171).](https://www.toastmasters.org/resources/2021-2022-speech-contest-rulebook-english)

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).

Could you also please review the attached *Judge’s Certification of Eligibility and Code of Ethics* form (1170) and hand in the signed and completed form prior to the contest officials briefing.

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 # or email [EMAIL].

Sincerely,

Name

Role