Dear [NAME OF CONTEST] Toastmaster

Thank you for accepting the role of Toastmaster 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:

Parking/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)

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 [NAME OF CONTEST] *Toastmasters Briefing Notes.*

The contest officials briefing will be held at the contest venue on the day at [TIME]. Please ensure that you arrive at least 15 minutes earlier, [**TIME**], to be briefed by the Contest Chair to enable you to help provide the briefing to the Contestants.

If you have any questions, please contact me on [MOBILE #] or email {EMAIL].

Sincerely,

Name

Role