Dear Contestant

Congratulations on placing in your [Club, Area, Division] Contest.

The purpose of this letter is to acquaint you with the procedure for the next contest in which you will be participating.

The following is pertinent to you as a contestant. A similar letter is being sent to your fellow contestants. Please read carefully.

**Place and Date of Contest**

**Date**:

**Time**: Contestant and Officials Briefing starts

 Contest starts at

**Venue**:

**Transport**: Public transport options:

Parking:

**Contest Registration**

Please ensure that you and your guests register for the contest as soon as possible on the District 90 Website > What’s On: <https://www.d90toastmasters.org.au/whatson.html>.

*Note: As you are a Contestant you do not need to pay for the event*

**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.](https://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials)

**A contestant briefing and drawing of speech position will be held at the contest venue on the day at [TIME]. You may also be fitted with a microphone which will need to be tested.**

To ensure the smooth operation of the contest, please ensure you have completed your [*Speaker’s Confirmation of Eligibility and Originality*](https://www.toastmasters.org/~/media/d2f02d99f7ec476c90f9097c2a245e84.ashx) plus [*Speech Contestant Biographical Information*](https://www.toastmasters.org/~/media/D2F02D99F7EC476C90F9097C2A245E84.ashx) forms and forward them to me as soon as possible to assist the Toastmaster prepare for the Contest. The Contest Toastmaster will use the information on your Biographical form to guide the post contest interviews. Please advise me prior to the contestant briefing if you have any updates to these two forms (e.g. change of title).

Best of luck in your contest. I am really looking forward to hearing you speak again. Please feel free to contact me for any queries on [MOBILE #] or email [EMAIL].

Sincerely,

Name

Role