

ESU-CHURCHILL PUBLIC SPEAKING COMPETITION



ENGLISH-SPEAKING UNION

discovering voices | changing lives | 1918-2018

HOSTING BRIEF FOR SCHOOLS 2018-19

ESU Lead Organiser

Matthew Christmas
ESU Branch Education Officer

Dartmouth House
37 Charles Street
London
W1J 5ED

020 7529 1587 (direct office)
07585 606554 (mobile)

matthew.christmas@esu.org

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INTRODUCTION

Thank you for considering offering your school as a host for this annual public speaking competition. We hugely appreciate the generosity of schools which host branch heats and the time and effort put in by the school staff who enable that to happen. Without your help and the support of your school, the ESU would not be able to run this competition so efficiently.

Branch Organisers are all volunteers and support the competition in their spare time as do the teaching staff. It is a wonderful arrangement which gives so many young people a wonderful opportunity to discover their voice.

The Branch Organiser is the main point of contact for schools for all logistics and organisation of heats (other than in London or areas without branches when the Lead Organiser has day-to-day responsibility). For Regional Finals, the Regional Organiser takes over. In all cases, however, the Lead Organiser is always there as support.

Whilst the hosting process is simple and not at all costly for schools, there are a few important things to note, so please read over this short brief. More detailed information will be sent to you nearer the time, but for now here are the basics.

THE PROCESS

- After registration closes (c.19 October 2018, although there is a little flexibility, particularly when it makes rounds more viable), heats are arranged according to geographical proximity by the Lead Organiser in association with the local Branch or Regional Organiser. Where there is no ESU branch nearby, then the Lead Organiser runs heats with the generous support of local schools.
- The Branch Organiser selects a host school and sets parameters for suitable dates.
- The Host Teacher liaises with school management to choose a date which will be then be agreed by the Branch Organiser.
- The Branch Organiser informs all participating schools of the venue, date and time of the heat.

HOSTING DUTIES

Host Teachers are asked to arrange the following:

- **Catering:** refreshments for the evening. These can be reimbursed for up to £50 by the ESU for Branch Heats and Branch Finals, and up to £250 for a Regional Final. The Branch Organiser will provide the host teacher with an indication of numbers.
- **Venue:** one of a hall/large classroom/library/lecture theatre for the speaking to place, including the use of a break-out room for the judges to deliberate. NB: the speakers are not allowed to use microphones so attention should be paid to the size of the room, as well as the sound of air-conditioning and heating-systems.

The ESU Branch Organiser will provide:

- Judges
- Paper materials such as mark sheets
- Certificates for the pupils
- Awards, where appropriate

SUPPORT

Whether this is your first time offering to host or you fifty-first time, [the Lead Organiser is on hand every step of the way to give you advice or to help you with any aspect of hosting which you may have questions about.](#)

We appreciate all offers of hosting from schools as they allow us to keep running this competition for the pupils in the most effective way.

If you have any additional questions about hosting, before or after you register, please do not hesitate to contact the Lead Organiser, Matthew Christmas.

Thank you!