

Public Speaking Competition 2017-18

Hosting Brief

Thank you for considering listing your school as a host for this competition. We appreciate the generosity of schools hosting branch heats, without which the competition could not run so efficiently.

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 brief document before you agree to be considered as a host school. More detailed information will be sent to you nearer the chosen date for your heat, but for now, here are the basics.

The Process

- After registration closes, heats are arranged according to geographical proximity by the National Organiser in association with the relevant ESU Branch Organiser
- Branch Organiser selects a host school and sets parameters for suitable dates
- Host teacher liaises with school management to choose a date which will then be agreed by the Branch Organiser
- Branch Organiser informs all participating schools of the venue, date and time of the Heat

Hosting Duties

Hosts are asked to arrange the following:

- **Catering** – refreshments for the evening. These can be reimbursed 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 Host School with an indication of numbers.
- **Venue** – a hall, large classroom, library or lecture theatre for the speaking to take place, including the use of a break-out room for the judges to deliberate. **NB** the speakers are not permitted to use microphones so attention should be paid to the size of the room and the sound of air-conditioning and heating systems.

The ESU Branch Organiser will provide:

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

Support

Whether this is your first time offering to host or your fifty-first time, **the Competitions Team are on hand every step of the way to give you advice or help you with any stage of hosting that you may have questions about.**

We appreciate all offers of hosting from schools, which allow us to keep running this competition for 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 Paul Holleley, National Organiser for the Public Speaking Competition on Paul.Holleley@esu.org.

Thank you!

