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| **Toastmaster Briefing** | **Contestants briefing on contest rules**  **(To be held prior to the contest via email and closed Zoom meeting)** | **Toastmaster** |
|  | Welcome to the \_\_**AREA/DIVISION\_\_\_** Spring Speech Contests.  Laptop/Desktop is REQUIRED FOR CONTESTANTS AND THOSE FILLING CONTEST ROLES. |  |
|  | * First, I will verify that no last-minute change has occurred.   + Verify pronunciation of each name and the title of each speech   + Verify that I have all certificates of eligibility for all contestants, as well as the bios to use after the contest to ask you questions while the ballots are being counted. |  |
|  | * Some of the rules are:   + Your material must be substantially your own creation and credit must be given for any quotes.   + For both contests, timing is 5 to 7 minutes. There will be 2 timers but you will see the person serving as technical host timer who will show a computer screen with timing colors.   The green will be shown at 5 minutes, yellow at 6, red at 7 minutes. The red will remain until you are finished speaking. You must speak a minimum of 4 minutes 30 seconds and not more than 7 minutes 30 seconds.  I will have the timer demonstrate.   * + Protests can only be submitted by contestants and the judges before the winners have been announced. Protests for originality of the speech or eligibility of a speaker must be launched with the Chief Judge and/ or Contest Chair before the awards are presented.   **Click on Participants button at the bottom of your screen.** **Click on “Raise your hand” and the Host will acknowledge your protest privately.**   * + I will state your name, speech title, speech title, and name.   **Any questions**? |  |
|  | * We are now going to determine the speaking order of each contest. The lowest card drawn will be number one and so forth. |  |
|  | * International contestants, will you use props in your speeches? Per the 2019/2020 Speech Contest Rule Book, contestants who plan to use props must notify the Contest Chair prior to the start of the contest. |  |
|  | * When you are in the contest “room,” you will coordinate with the Contestant moderator (Host) * In the bottom left hand corner, click the “Start Video” button * Confirm with the Contestant moderator (Host) if your web cam is working and they can see you * You should be instructed to test everything prior to the contest start * Note: those speaking will be “spotlighted” (they will be the active video on the web share)   **If you do not see the speaker in a full-screen**, try these options:   * Double-click on or hover over the Speaker Video box * Click on the small square in the upper right corner of the Speaker’s screen * Click on Swap Screen located at the top left or top right of your screen   If these options fail,   * Click View Options at the top and deselect Side-by-Side View * Click on the dots next to Exit Full Screen to move from Gallery to Speaker View |  |

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| **Toastmaster Briefing** | **Toastmaster’s Briefing with Chief Judge** | **Toastmaster** |
|  | * We need to coordinate these items:   + Before the contest starts, I will ask you in front of the audience if the judges, ballot counters, and timers have been briefed.   + At the end of the first contest, please let me know when all ballots have been collected.   + At the end of the second contest, please let me know when all ballots have been collected.   + When all ballots are counted, please let the Contest Chair know if there has been any disqualification due to time that we need to inform the audience about, although you will not give us any details. |  |

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| ***(Contest Start* *Time*)**  **Welcome** | Welcome to the **\_Area/Division \_\_\_** Spring Speech Contests!  ***(Verify that the Pledge is being done.)***  **First of all, is everyone able to hear me?** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(Optional)** | Now, please join me for the Pledge of Allegiance. |  |
|  | ***name*:** Thank everyone for attending today’s event. Recite **Club Mission Statement** and tie it in to today’s contest (Optional at Area Contests). | Area/Div Director  ***name*** |
|  | ***Area/Division Director*** *introduces the Toastmaster for the event.* | Area/Div Director |
| **Introduction** | **Toastmaster’s Opening Remarks and Brief Personal Welcome (2 minutes)** | Toastmaster |
|  | Speech contests are an important part of the Toastmasters International educational program. They provide:   * An opportunity for speakers to gain contest experience and to recognize the best speakers as encouragement to everyone. * Contests also provide an opportunity to learn by observing the more proficient speakers who have benefitted from their Toastmasters training. | Toastmaster |
|  | Two contests will be held today:   * The Humorous Contest * The International Speech Contest   The winners of each contest will have the opportunity to compete at the  Division Speech Contest held \_Time/Date/Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Or  **District 6 Speech Contests**  **on Saturday evening, May 9th, 2019, at the Eagan Community Center in Eagan, MN**. | Toastmaster |
|  | Ladies and Gentlemen:   * The contestants have been briefed on their duties for today. It is time to provide you, the audience, with a few guidelines. * **Please silence cell phones and limit distractions.** * **If you are not a speaker, your Audio will be muted by the Host of the Contest.** * **Your Video screen will also be turned off so that the Contestants are seen.** * **To view the Active Speaker’s screen in Full Screen:**  1. Double-click on or hover over the small Active screen 2. Click on the small square in the upper right corner of the Speaker’s screen 3. Click on Swap Screen located at the top left or top right of your screen/monitor   If these options fail,   1. Click View Options at the top and deselect Side-by-side View 2. Click on the dots next to Exit Full Screen to move from Gallery to Speaker View    * **Please only use the Chat option to speak to the Host Privately – Not to Everyone – to assist technically. We have a technical person handling technical issues.**   ***(Toastmaster, find out if they are two separate persons.)***   * + Regarding applause – Note that there is a **Reactions button at the bottom of the screen, to the right of Chat**. It has a **Clap Hands** icon and can be used to acknowledge speakers.   + The bottom row of icons may disappear when there are Active speakers. Simply Touch/Click on the bottom of your monitor and they will reappear.   + After each speaker finishes, there will be one minute of silence to allow the judges time.   + After the final speaker in a contest finishes, please maintain silence to allow our judges and ballot counters to complete duties.      * + No recordings are permitted without prior consent of the contestants.   + Protests about speeches may only be made by the Contestants or Judges and must be presented to either the Contest Chair or the Chief Judge before the winners are announced.   **Click the Participants icon at the bottom of your screen** and Click on **Raise your hand**. The Host will acknowledge your protest privately.   * Timing for both speech contests is 5-7 minutes. The minimum time is 4 minutes 30 seconds and the maximum time is 7 minutes 30 seconds. The green will be shown at 5 minutes, yellow at 6 minutes, and red at 7. * We’ll introduce each speaker with the person’s name, speech title, speech title, name. | Toastmaster |
|  | Ladies and Gentlemen,   * Please give a warm Toastmasters welcome to our contest Chief Judge, * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief Judge**, have all timers, ballot counters and judges been briefed about the contest rules? | Toastmaster |
|  | * “Yes, **Madam/Mister Toastmaster**, all timers, ballot counters and judges have been briefed.” | Chief Judge |
|  | * Thank you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chief Judge. Let the contests begin! | Toastmaster |
|  | * “I’ll now announce the speaking order for the **Humorous speech** contest.”   “In the **Humorous Speech** contest,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking first  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking second  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking third  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking fourth  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking fifth |  |
| **Humorous Speech Contest** | (*Contestant #1*)  **Toastmaster**: “Contestant number 1”  **Toastmaster**: “Speaker’s Name, Title, Title, Speaker’s Name” | Toastmaster |
|  | **Toastmaster:** We will now observe one minute of silence (*1 minute*) | Toastmaster |
|  | (*Contestant #2*)  **Toastmaster**: “Contestant number 2”  **Toastmaster**: “Speaker’s Name, Title, Title, Speaker’s Name” | Toastmaster |
|  | *(Repeat for each contestant until the final contestant)* | Toastmaster |
|  | **Toastmaster:** “We’ll observe an indefinite period of silence while the judges and ballot counters finish their duties.” | Toastmaster |
|  | (*Unlimited period of silence while Judges complete their ballots and ballots are collected*) |  |
|  | **“Madam/Mister Toastmaster**, all ballots have been collected”. | Chief Judge |
|  | “Thank you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief Judge.”    “This concludes the **Humorous Speech** Contest.”  “Thank you to all of our contestants. Each of them did a fantastic job!”  (*lead the audience in applause for the contestants*) | Toastmaster |
|  | **We will now take a 5-minute break to stretch. When we come back to our screens, we’ll begin the International Speech contest. Please be back by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*5 minutes from the current time*).** | Toastmaster |
|  | Ladies and gentlemen, I’ll now bring this meeting back to order.  Welcome back, I hope you enjoyed the break.  **Please ensure that all cell phones and watches are silenced, so as not to distract the speakers**.   * For the International Speech contest, timing is the same. The minimum time is 4 minutes 30 seconds and the maximum time is 7 minutes 30 seconds. The green will be shown at 5 minutes, yellow at 6, and red at 7. | Toastmaster |
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|  | * “The speaking order for the is as follows:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking first  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking second  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking third  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking fourth  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking fifth | Toastmaster |
|  | “Chief judge’s name, Are all the judges in place?” | Toastmaster |
|  | “The judges are all in place.” | Chief Judge |
|  | Thank you, \_\_\_\_\_\_\_\_\_\_**Chief Judge**. | Toastmaster |
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| **International Speech Contest** | (*Contestant #*1)  **Toastmaster**: “Contestant number 1”  **Speaker’s Name, Speech Title; Speech Title, Speaker’s Name** | Toastmaster |
|  | We will now observe one minute of silence (*1 minute*) | Toastmaster |
|  | ***(Repeat for each contestant until the last)*** |  |
|  | (*final contestant*)  **Toastmaster:** “Contestant number \_\_\_”  **Speaker’s Name, Speech Title; Speech Title, Speaker’s Name** | Toastmaster |
|  | We will now observe an indefinite period of silence for our judges and ballot counters to complete their duties. | Toastmaster |
|  | “**Madam/Mister Toastmaster**, all ballots have been collected”. | Chief Judge |
|  | “Thank you, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chief Judge**.”    “This concludes the International Speech Contest.”  “Thank you very much to all our contestants. Each of them did a superb job!” | Toastmaster |
|  | Let’s meet today’s contestants. | Toastmaster |
| **Meet the Humorous Contestants** | (*for each contestant*):  Welcome (*contestant’s name*)! (*applaud the contestant)*  “What is the name of your club *and to what area does the* *club belong?” (To save time, there Is No need for Club #)*  (*Ask only 1 question from the contestant’s bio. If he/she answers it quickly, then ask one more question.)*  ***(If you become aware that the judges are dealing with a protest, you will have to interview for a longer period of time.)***  *(Tell the contestant his/her Certificate of Participation will be sent to him/her.)*  Thank you for participating. Great job! | Toastmaster |
|  | Now let’s meet the International Speech contestants. | Toastmaster |
| **Meet the International Speech Contestants** | (*for each contestant):*  Welcome (contestant’s name)!  What is the name of your club *and to what area does the club belong?*  (*Ask only 1 question from the contestant’s bio. If he/she answers it quickly, then ask one more question.)*  *(Tell the contestant his/her Certificate of Participation will be sent to him/her.)*  Thank you for participating tonight. Super job! | Toastmaster |
| **End of Contest**  **Invite the Area/Division**  **Director** | “Now that the contests are complete, I invite our **Area or Division \_\_\_ Director, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**” to continue with the rest of today’s program!”  **Area or Division Director**: Thank the contest Toastmaster and lead the audience in a round of applause –“**Note that your Reactions button at the bottom of the screen, to the right of the Chat, has a Clap Hands icon”** | Toastmaster  Area or Division Director |
| **Dignitary**  **Acknowledg-ments** | *General acknowledgment and Thank you to Dignitaries in attendance.* | Area or Division Director |
| **Announcements** | **District/Division Announcements**  *The Division Director introduces the* ***District Director, if in attendance, or highest Dignitary*** *by title (Distinguished Toastmaster) and name.*  At conclusion of the District Announcements, the District Director will invite the Area or Division Director for the presentation of contest awards. | **District 6 Director, *Distinguished Toastmaster***  **\_\_Name \_\_\_ OR**  **Highest Dignitary** |
| **Contest**  **Results** | ***Announce winners***  **Area or Division Director announces winners (Humorous Speech Contest first, International Speech Contest second)**  Third Place  Second Place  First Place | Division Director |
|  | ***Thank all participants, attendees*.** | Area/Div Director |
|  | ***Adjourns Meeting*** | Area/Div Director |