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| **Toastmaster Briefing** | **Contestants and SAA briefing on contest rules**  **(in the contest room)** | **Toastmaster** |
| ***(30 minutes before contest start)*** | Welcome to the **DIVISION \_\_\_** Spring Speech Contests. Thank you for participating! |  |
|  | Before the contests start, I will brief you on contest rules:   * First, I will verify that you are all listed on the agenda I have been given and that no last-minute change has occurred.   + Can I verify the pronunciation of each name, as well as the title of each speech please?   + I am also verifying that I have all certificates of eligibility for all contestants, as well as the biographical information that I will 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 the Humorus contest, the minimum time is 4 minutes 30 seconds. The green light will be shown at 4 minutes, yellow at 5 minutes, red at 7 minutes. The red light will remain on after 7 minutes until you are finished speaking. The maximum time is 7 minutes and 30 seconds.   + For the International speech contest, the minimum time is 4 minutes 30 seconds. The green light will be shown at 5 minutes, yellow at 6 minutes, red at 7 minutes. The red light will remain on after 7 minutes until you are finished speaking. The maximum time is 7 minutes and 30 seconds.   + If there is a problem with the lights, timing cards will be used instead.   + At this time I will have the timer demonstrate the lights.   + 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.   + The area that you can use to deliver your speech is marked as follows (*point* *out* *the* *speaking* *area*; *it* *should* *be* *marked*).   + **Staging Area**: Before I introduce each speaker, I would like them to stand [**show them the exact spot you want them to be**] and remain in that spot until I invite them to the speaking area. I will initially introduce you as “Contestant number….”, and at that time you will come to me in the speaking area. Once you reach the speaking area, we will shake hands, and I will formally introduce you to the audience. For Humorous & International contestants, I will state your name, speech title, speech title, and name. The audience will applaud, and then you may begin your presentation. **Any questions**? |  |
|  | * At this time, we are going to draw cards to determine the speaking order of each contest. The lowest card drawn will be number one and so forth.   + Sergeant at Arms, can you please write this information down on your agenda as well? |  |
|  | * International contestants, will you use props in your speeches? Per the 2018/2019 Speech Contest Rule Book, Section 8, contestants who plan to use props must notify the Contest Chair prior to the start of the contest and demonstrate the props can be set up and removed during the minute of silence before your speech and removed during the minute after your speech. If placing or removing your props during this allotted time cannot be performed the props cannot be used. You may enlist someone to help you with your props, but it is not the responsibility of the Contest Chair or any other contest official to do so (8. C. 2. A.). Please let the SAA and me know your plans for props. |  |
|  | * Can you please also indicate to the SAA if you require a table, a lectern, or if you prefer no table and/or lectern at all. |  |

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| **Toastmaster Briefing** | **Toastmaster’s Briefing with Chief Judge** | **Toastmaster** |
|  | * We will have a few touch points today:   + 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.   + After the intermission, and before the second contest starts, I’ll ask you if all the judges have returned to the contest room.   + At the end of the second contest, please let me know when all ballots have been collected.   + When you are back in the room with the ballots counted, you will be able to 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** | **Sergeant at Arms**: Good ***morning/afternoon/evening*** ladies and gentlemen. My name is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and I’m serving as one of the Sergeant at Arms for today’s event. I call this meeting to order.  Welcome to the **Division \_\_\_** Spring Speech Contests!  ***(Verify that the Pledge is being done.)*** | Sergeant at Arms  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(Optional)** | Now, please stand for the Pledge of Allegiance.  *(SAA will face the flag, pause briefly, and then lead the audience in the Pledge of Allegiance.)* | Sergeant at Arms |
|  | ***SAA*** *welcomes Division \_\_\_ Director.*  ***name*:** Thank everyone for attending today’s event. Recite **Club Mission Statement** and tie it in to today’s contest. | Division \_\_\_ Director  ***name*** |
|  | ***Division \_\_\_ Director*** *introduces the Toastmaster for the event.* | Division \_\_\_ Director |
| **Introduction** | **Toastmaster’s Opening Remarks and Brief Personal Welcome (2-3 minutes)** | Toastmaster  ***Name of 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 Humorus Contest * The International Speech Contest   The winners of each contest will have the opportunity to compete at the **District 6 Speech Contests** with both Humorous **and the International Speech Contest 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 some guidelines about the contest.   + Please give your full attention to the contestants and limit distractions.   + After each speaker finishes, there will be one minute of silence to allow the judges to mark their ballots.   + After the final speaker in a contest finishes, please maintain silence to allow our judges to complete their ballots, and for the ballot counters to collect all ballots.   + Entering and leaving the room should be restricted to the minutes of silence between presentations or after all presentations have been completed.   + **Please ensure that all cell phones and watches are silenced or turned off, so as not to distract the speakers**.   + No audio or video recording is permitted without prior consent of the contestants.   + No photography is permitted during the contest; however, plenty of opportunities will be available after the contest.   + 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.   + At this time, I would like to let you know that the speaking area has been defined as… (*describe/show the speaking area*)   + For the both speech contests, the minimum time is 4 minute and 30 seconds. The green light will be shown at 5 minutes, yellow at 6 minutes, and red at 7 minutes. The maximum time is 7 minutes and 30 seconds.   + We’ll introduce our speakers in a specific manner this evening.   For the Humorous speech contest, I will invite the contestant to the speaking area by saying their contestant number. **You do not applaud at that time**. Once they have reached the speaking area, I will introduce the contestant by **announcing the contestant’s name twice**. We’ll give applause after that sequence. When the contestant finishes, we’ll give them another very generous and appreciative round of applause as he/she exits the speaking area. | Toastmaster |
|  | Ladies and Gentlemen,   * Please give a warm Toastmasters welcome to our contest Chief Judge, * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (*Chief Judge stands*) * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 |
|  | * “The speaking order of the contests is determined by drawing. I’ll now announce the speaking order for the **Humorous speech** contest. We’ll announce the speaking order for the International contest later.” * *Announce the speaking order of the Contestants for 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  To review:  If you look down the left column of the speakers on the contest program, the order should read …  If you look down the right column of the speakers on the contest program, the order should read …“ |  |
| **Humorous Speech Contest** | (*Contestant #1*)  **Toastmaster**: “Contestant number 1”  Contestant comes up to the stage/speaking area  **Toastmaster**: “Speaker’s Name, Speaker’s Name”  (*lead the audience in applauding*) | Toastmaster |
|  | **Toastmaster:** We will now observe one minute of silence (*1 minute*) | Toastmaster |
|  | (*Contestant #2*)  **Toastmaster**: “Contestant number 2”  Contestant comes up to the stage/speaking area  **Toastmaster**: “Speaker’s Name, Speaker’s Name”  (*lead the audience in applauding*) | Toastmaster |
|  | *(Repeat for each contestant until the last)* |  |
|  | (*final contestant*)  **Toastmaster:** “After this contestant, we’ll observe an indefinite period of silence while the judges finish their ballots, and the ballot counters collect them.  Contestant number \_\_\_\_”  “Speaker’s Name, Speaker’s Name”  (*lead* *the* *audience* *in* *applauding*) | Toastmaster |
|  | We will now observe an indefinite period of silence for our judges to complete their ballots and the ballot counters to collect the ballots. (*Unlimited period of silence while Judges complete their ballots and ballots are collected*) | Toastmaster |
|  | **“Madam/Mister Toastmaster**, all ballots have been collected”. | Chief Judge |
|  | “Thank you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief Judge.”    “This concludes the **Humorous Speech** Contest.”  “Let’s have a generous round of applause for the contestants. Each of them did a fantastic job!”  (*lead the audience in applause for the contestants*) | Toastmaster |
|  | **We will now take a 10-minute break to stretch, get some refreshments, and visit with each other. When we return, we’ll begin the International Speech contest. To keep this event on schedule, please be back in this room by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*10 minutes from the current time*).** | Toastmaster |
|  | *Begin clapping to bring the audience back into order, and to get members outside the room to return.*  Ladies and gentlemen, I’ll now bring this meeting back to order.  Welcome back, I hope you enjoyed the break.  (*use opening remarks / humor if desired*)  Let’s review a few guidelines before we get started with the International Speech contest:   * Please give your full attention to the contestants and limit distractions. * After each speaker finishes, there will be one minute of silence to allow the judges to mark their ballots. * After the final speaker in a contest finishes, there will be an indefinite period of silence to allow our judges to complete their ballots, and for the ballot counters to collect all ballots. * Entering and leaving the room should be restricted to the minutes of silence between presentations or after all presentations have been completed. * **Please ensure that all cell phones and watches are silenced or turned off, so as not to distract the speakers**. * For the International Speech contest, the minimum time is 4 minutes 30 seconds. The green light will be shown at 5 minutes, yellow at 6 minutes, red at 7 minutes. The maximum time is 7 minutes and 30 seconds. * This is how we’ll introduce our contestants in this contest. I will first invite the contestant to the speaking area by saying their contestant number. **You do not applaud at this time**. Once they have reached the speaking area, I’ll state the **speaker’s name, announce the title of the speech, repeat the title of the speech, and then announce the speaker’s name again**. We’ll applaud after that sequence. When the speaker finishes, then we’ll give the contestant another very generous and appreciative round of applause as he/she exits the speaking area. | Toastmaster |
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|  | * “The speaking order for the International Speech Contest was also determined by drawing as follows: * *Announce the speaking order of the Contestants for International Speech Contest:*   “In the International Speech contest,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking first  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking second  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking third  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking fourth  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be speaking fifth  If you look down the left column of the speakers on the contest program, the order should read …  If you look down the right column of the speakers on the contest program, the order should read …” | Toastmaster |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief Judge**, have all the judges returned to the contest room? | Toastmaster |
|  | “Yes, **Madam/Mister Toastmaster**. All judges have returned to the contest room”. | Chief Judge |
|  | Thank you, \_\_\_\_\_\_\_\_\_\_**Chief Judge**. Let the International Speech Contest begin! | Toastmaster |
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| **International Speech Contest** | (*Contestant #*1)  **Toastmaster**: “Contestant number 1”  *Wait for the contestant to reach the speaking area*  **Speaker’s Name, Speech Title; Speech Title, Speaker’s Name**  *(lead the audience in applause)* | Toastmaster |
|  | We will now observe one minute of silence (*1 minute*) | Toastmaster |
|  | ***(Repeat for each contestant until the last)*** |  |
|  | **Toastmaster:** After this contestant, we’ll observe an indefinite period of silence while the judges finish their ballots, and the ballot counters collect them.  (*final contestant*)  **Toastmaster:** “Contestant number \_\_\_”  **Speaker’s Name, Speech Title; Speech Title, Speaker’s Name**  (*lead the audience in applause*) | Toastmaster |
|  | We will now observe an indefinite period of silence for our judges to complete their ballots and the ballot counters to collect the ballots. | Toastmaster |
|  | “**Madam/Mister Toastmaster**, all ballots have been collected”. | Chief Judge |
|  | “Thank you, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chief Judge**.”    “This concludes the International Speech Contest.”  “Let’s have a generous round of applause for the International Speech contestants. Each of them did a fantastic job!”  *(lead the audience in applause for the contestants*) | Toastmaster |
|  | While the Chief Judge and Ballot Counters count the ballots, let’s meet today’s contestants.  I’d like to welcome up all the **Humorous Speech** contestants. Please line up in the order you spoke in. | Toastmaster |
| **Meet the Contestants** | (*for each contestant*):  Welcome (*contestant’s name*)! (*applaud the contestant)*  What is the name of your club *and what area does the* *club belong to?*  (*Ask only 1-2 questions from the contestant’s bio. If he/she answers it quickly, then ask one more question. We should only need to interview a contestant for* ***1 minute.)***  ***(If you become aware that the judges are dealing with a protest, you will have to interview for a longer period of time.)***  *(Hand the contestant his/her Certificate of Participation and then shake his/her hand).*  Thank you for participating. Great job!  (*applaud the contestant as he/she returns to his/her seat)* | Toastmaster |
|  | Now let’s meet the International Speech contestants. Please line up in the order you spoke in. | Toastmaster |
| **Meet the International Speech Contestants** | (*for each contestant):*  Welcome (contestant’s name)! (*applaud the contestant)*  What is the name of your club *and what area does the club belong to?*  (*Ask only 1-2 questions from the contestant’s bio. If he/she answers it quickly, then ask one more question. We should only need to interview a contestant for 1 minute.)*  (*Hand the contestant his/her Certificate of Participation and then shake his/her hand).*  Thank you for participating tonight. Great job!  *(applaud the contestant as he/she returns to his/her seat*) | Toastmaster |
| **End of Contest**  **Invite the**  **Division**  **Director**  **To the stage** | “Now that the contests are complete, I invite our **Division \_\_\_ Director, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**” to continue with the rest of today’s program!”  (*lead the applause*)  **Division Director**: Thank the contest Toastmaster and lead the audience in a round of applause | Toastmaster  Division Director |
| **Dignitary**  **Introductions** | *Introduction of Dignitaries (compiled by registration desk per protocol)*  ***When complete, ask for all club Presidents to stand for applause*** | Division Director |
| **Announcements** | **District/Division Announcements**  *The Division Director introduces the* ***District Director*** *by title (Distinguished Toastmaster) and their name. The District Director will then introduce and invite to the stage the other District officers*  At conclusion of the District Announcements, the District Director will invite the Division Director back to the staging area for the presentation of contest awards. | **District 6 Director, *Distinguished Toastmaster***  **Jean Pearson**. |
| **Contest**  **Results** | ***Announce winners***  **Division Director announces winners (Humorous Speech Contest first, International Speech Contest second)** –  Club Growth Director hands out Third Place,  Program Quality Director hands out Second Place, and  District Director hands out First Place.  *(Staging for pictures will occur after each award presentation)* | Division Director |
|  | ***Thank all participants, attendees*.** | Division Director |
|  | ***Adjourns Meeting*** | Division Director |