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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 (*Area/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 Evaluation contest, a test speaker will deliver a 5-7 minute speech timed with green at 5 minutes, yellow at 6 minutes, and red at 7 minutes.   + After the test speech is concluded, the Sergeant at arms will sequester the Evaluation contestants out of the room where they will have 5 minutes to prepare their evaluation. At the completion of 5 minutes the Sergeant at Arms will collect the notes of all contestants. The Sergeant at Arms will give each contestant their notes back when it is their time to Evaluate. Two Sergeants at Arms may prove useful – one to stay in the room with Evaluation contestants and collect notes while the other ushers them to the contest room.   + For the Evaluation speech contest, the minimum time is 1 minute 30 seconds. The green light will be shown at 2 minutes, yellow at 2 minutes 30 seconds, red at 3 minutes. The red light will remain on after 3 minutes until you are finished speaking. The maximum time is 3 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.   + 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*). |  |
|  | * 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? |  |
|  | * Contestants, will you use props in your speeches? You are responsible for your props, and they must be placed during the minute of silence before your speech and removed during the minute after your speech. You may enlist someone to help you with this. Please let the SAA and me know your plans for props. |  |
|  | * Can you please also indicate to the SAA if you prefer a table with a lectern or if you would prefer no table 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 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 evening ladies and gentlemen. My name is (*name*) and I’ll serve as this event’s Sergeant at Arms. I call this meeting to order. Welcome to the (*area/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 |
|  | Sergeant-at Arms: It’s my pleasure to introduce tonight’s Contest Chair, *(district title), (name).*  *(SAA leads the audience into applause. SAA turns control of the contest over to the Contest Chair.)* | Sergeant at Arms |
|  | ***Contest Chair*** *welcomes dignitaries, Toastmasters, and guests to the contest.* | Contest Chair |
|  | ***Contest Chair*** *introduces the Toastmaster for the evening.* | Contest Chair |
| **Introduction** | **Toastmaster’s Opening Remarks and Brief Personal Welcome (2-3 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 Evaluation Contest * The International Speech Contest   The winners of each contest will have the opportunity to compete at the (*next contest level*), held on (*next contest level’s date*). | 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, 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.   + 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 Evaluation speech contest, the minimum time is 1 minute 30 seconds. The green light will be shown at 2 minutes, yellow at 2 minutes 30 seconds, red at 3 minutes. The maximum time is 3 minutes and 30 seconds.   + Can I please ask the timers to display the green, yellow and red lights for the contestants?   + We’ll introduce our speakers in a specific manner this evening.   For the Evaluation contest, I’ll introduce the Contestant #1, and then announce the speaker’s name. We’ll give applause 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.  For the International contest, I’ll introduce the speaker’s name, the title of their speech, repeat the title of their speech, and say their name again. We’ll give applause 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 |
|  | Ladies and Gentlemen,   * Please give a warm Toastmasters welcome to our contest Chief Judge, *(name*). (*Chief Judge stands*) * (Mister/Madam) Chief Judge, have all timers, ballot counters and judges been briefed about the contest rules? | Toastmaster |
|  | * “Yes, Mister/Madam Toastmaster, all timers, ballot counters and judges have been briefed.” | Chief Judge |
|  | * Thank you, Mister/Madam 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 Tall Tales contest. We’ll announce the speaking order for the International contest later.” * *Announce the speaking order of the Contestants for Contest*:   “In the Evaluation contest,  \_\_\_\_\_ will be speaking first  \_\_\_\_\_ will be speaking second  \_\_\_\_\_ will be speaking third  ….  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 …“  The Evaluation contest begins with a test speech. The speech will be delivered by \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please give a warm welcome to:  Name, speech title, speech title, name. |  |
| **Tall Tales Contest** | (*Contestant #1*)  Contestant #1, Speaker’s Name  (*lead the audience in applauding*) | Toastmaster |
|  | We will now observe one minute of silence (*1 minute*) | Toastmaster |
|  | (*Contestant #2*)  Contestant #2, Speaker’s Name  (*lead the audience in applauding*) | Toastmaster |
|  | *(Repeat for each contestant until the last)* |  |
|  | 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*)  Contestant #\_, Speaker’s Name  During the 5 minutes for the Evaluation contestants to prepare their Evaluations, the test speaker could be interviewed to the audience becomes more familiar with him/her.  (*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 |
|  | “Mister/Madam Toastmaster, all ballots have been collected”. | Chief Judge |
|  | “Thank you, Mister/Madam Chief Judge.”    “This concludes the Evaluation 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 5/10-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 \_\_\_\_ (*5/10 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’ll introduce 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  ….  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 |
|  | Mister/Madam Chief Judge, have all the judges returned to the contest room? | Toastmaster |
|  | “Yes, Mister/Madam Toastmaster. All judges have returned to the contest room”. | Chief Judge |
|  | Thank you, Mister/ Madam Chief Judge. Let the International Speech Contest begin! | Toastmaster |
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| **International Speech Contest** | (*Contestant #*1)  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)* |  |
|  | 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*)  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 |
|  | “Mister/Madam Toastmaster, all ballots have been collected”. | Chief Judge |
|  | “Thank you, Mister/Madam 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 tonight’s contestants.  I’d like to welcome up all the 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, (***Division contest only****) 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 that the contests are complete, I’ll now ask our Contest Chair to continue with the rest of tonight's program”  “Please help me welcome tonight’s chair, (*chair name*).”  (*lead the applause in applause*) | Toastmaster |
|  | *Introduction of Dignitaries* | Contest Chair |
|  | *District/Division Announcements* | Next Level’s Leader(s) |
|  | *Announce winners* | Contest Chair |
|  | *Thank all participants, attendees*. | Contest Chair |
|  | *Adjourns Meeting* | Contest Chair |