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| **Toastmaster Briefing** | **Contestants and Sergeant at Arms briefing on contest rules**  **(in the contest room)** | **Toastmaster** |
| **6:30 pm** | Welcome to the (area/division) Fall Speech Contests. Thank you for participating! | **Toastmaster** |
|  | Before the contests start, I will brief you on contests rules:   * First, I will verify that you are all listed on the agenda that I have been given and that no last-minute changes have occurred. * Second, I verify the pronunciation of each name, as well as the title of each speech. * 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.   A contestant’s room has been set-up, to allow contestant’s **2- 4**, to be sequestered until it’s their turn to speak. The room will be open by the Zoom Master, when requested. When you receive the request to join the contestant’s room, please accept the request. **(Sergeant at Arms will join the Table Topics Contestants to the contestant’s room)** | **Toastmaster** |
|  | Some of the contest rules are:   * Your material must be substantially your own creation and credit must be given for any quotes. * For the Table Topics speech contest, the minimum time is 1 minute, the green will be shown at 1 minute, yellow at 1 minute 30 seconds, red at 2 minutes and the maximum time is 2 minutes and 30 seconds. * For the International speech contest, the minimum time is 4 minutes 30 seconds, the green will be shown at 5 minutes, yellow at 6 minutes, red at 7 minutes and 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 will be discussed and decided based on the available speaking area in camera view on the computer screen. We will assist you in determining the correct area. | **Toastmaster** |
|  | * 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. | **Toastmaster** |
|  | * No photography is permitted during the contest. * No audio or video recording is permitted without your prior consent. Raise your hand if you have or will be giving that consent. | **Toastmaster** |
|  | * Contestants, will you use props in your speeches? If so, at this time, I would like you to ensure they are ready to go prior to your speech. | **Toastmaster** |

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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 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 me know if there has been any disqualification due to time or any protest that you need to inform the audience about, although you will not give us any details. | **Toastmaster** |

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|  | **Contest Script** |  |
| **7:00 pm** | Good evening ladies and gentlemen. My name is (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I will serve as this event’s Sergeant at Arms.  I call this meeting to order. Welcome to the (area/division) Fall Speech Contest. | 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 |
| **Welcome** | **Contest Chair’s Brief Personal Welcome and Toastmaster Introduction**  **(1-2 minutes)** | **Contest Chair** |
|  | Welcome Toastmaster Dignitaries, fellow Toastmasters, and honored guests to the (area/division) contest.  (Add a short personal statement. Toastmaster Dignitaries will be introduction by names at the end of the contest.) | **Contest Chair** |
|  | (Start with a short personal introduction, provided by the Toastmaster)  It’s my pleasure to introduce tonight’s Toastmaster, (district title)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | **Contest Chair** |
| **Introduction** | **Toastmaster’s Opening Remarks and Brief Personal Welcome**  **(1-2 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.   Please keep in mind that each contestant selects their own speech topic. Some of the content maybe personal in nature, and contain language and ideas, or beliefs that some audiences may find offensive. | **Toastmaster** |
|  | The contests that will be held this evening are:   * The Table Topics Contest followed by * The International Speech Contest   The winner in this contest will have the opportunity to compete at the (next contest level)\_\_\_\_\_\_\_\_\_\_\_\_\_\_, held on (date)\_\_\_\_\_\_\_\_\_\_\_\_ via Zoom. | **Toastmaster** |
|  | **Everyone:**   * The judges, contestants and all the helpers 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.   + Please ensure you are muted, so as not to distract the speakers.   + No audio or video recording is 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.   + At this time, I would like to let you know that the speaking area has been defined as… (describe/the speaking area)   + For the Table Topics contest, the minimum time is 1 minute, the green will be shown at 1 minute, yellow at 1 minute and 30 seconds, and red at 2 minutes. The maximum time is 2 minutes and 30 seconds.   + Can I please ask the timers to display the green, yellow, and red for the contestants?   + After this briefing, the Sergeant at Arms will escort the Table Topics contestants to the contestant’s room and the first contestant will unmute their microphone, please hold your applause.   + We’ll introduce our speakers in a specific manner this evening. * For the Table Topics contest, I’ll introduce the speaker’s name, state the table topics question, repeat the table topics question, and then announce the speaker’s 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 mutes their microphone. | **Toastmaster** |
|  | Everyone,   * Please give a warm Toastmasters welcome to our contest Chief Judge, (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Chief Judge unmutes) * 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. | **Toastmaster** |
|  | * “I’ll now announce the speaking order in both contests”   “In the Table Topics Speech contest,  \_\_\_\_\_ will be speaking first  \_\_\_\_\_ will be speaking second  \_\_\_\_\_ will be speaking third  \_\_\_\_\_ will be speaking fourth  \_\_\_\_\_ will be speaking Fifth  \_\_\_\_\_ will be speaking Sixth  “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  \_\_\_\_\_ will be speaking Sixth  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 …”  “Let’s begin our (area/division) Table Topics Speech Contest.  Zoom Master, please open the contestant’s room. **(Sergeant at Arms will join the Table Topics Contestants to the contestant’s room)** **(this is the name of the breakout room).** | **Toastmaster** |
|  | Contestant #1 please unmute yourself.  Speaker’s Name, Table Topics Question; Table Topics Question, Speaker’s Name  (lead the audience in applause) |  |
|  | We will now observe one minute of silence (1 minute)  (Sergeant At Arms brings next contestant into the speaking room.) | **Toastmaster** |
|  | (Contestant #2) – Please unmute yourself  Speaker’s Name, Table Topics Question; Table Topics Question, Speaker’s Name  (lead the audience in applause) | **Toastmaster** |
|  | … | **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) – Please unmute yourself  Speaker’s Name, Table Topics Question; Table Topics Question, Speaker’s Name  (lead the audience in applause) |  |
|  | 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** |
| **Contest Break** | “Thank you Mister/Madam/ Chief Judge.”    “This concludes the Table Topics Contest.”  “Let’s have a generous round of applause for the Table Topics contestants. Each of them did a fantastic job!”  (for each contestant):  Welcome (contestant’s name)! (applaud the contestant) Please unmute yourself.  What is the name of your club, club # if you know it, and what area does the club belong to?  (Ask only 1-2 questions from the contestant’s bio. If he/she/they answers it quickly, then ask one more question. We should only need to interview a contestant for 1 minute.)  (Display the contestant’s Certificate of Participation).  “Thank you for participating tonight. Great job!”  (applaud the contestant as he/she/they mute themselves)  “Next, we will have a 10-minute break before the Tall Tale Speech Contest begins at \_\_\_\_\_. Please return to your seats before \_\_\_\_\_. Thank you” | **Toastmaster** |
| **International Contest** | Welcome back everyone:   * Just a few brief reminders. * Please ensure that you are muted, so as not to distract the speakers. * For the International speech contest, the minimum time is 4 minutes 30 seconds, the green will be shown at 5 minutes, yellow at 6 minutes, red at 5 minutes and the maximum time is 7 minutes and 30 seconds. * Can I please ask the timers to display the green, yellow and red for the contestants? * Contestants can remain in the room. * We will introduce our speakers in a specific manner this evening.   For the Tall Tales Speech contest, I will introduce the speaker’s name, their speech title, repeat their speech title, and then announce the speaker’s 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 mutes their microphone.  “Let us begin our (area/division) Tall Tales Speech Contest. | **Toastmaster** |
|  | Contestant #1 – Please unmute yourself  Speaker’s Name, Speech Title; Speech Title, Speaker’s Name  (lead the audience in applause) |  |
|  | We will now observe one minute of silence (1 minute) | **Toastmaster** |
|  | (Contestant #2) – Please unmute yourself  Speaker’s Name, Speech Title; Speech Title, Speaker’s Name  (lead the audience in applause) | **Toastmaster** |
|  | … | **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) – Please unmute yourself  Speaker’s Name, Speech Title; Speech Title, Speaker’s Name  (lead the audience in applause) |  |
|  | 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** |
| **Meet the Contestants** | “Thank you Mister/Madam/ Chief Judge.”    “This concludes the Tall Tales Speech Contest.”  “Let us have a generous round of applause for the Tall Tales 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. | **Toastmaster** |
|  | (for each contestant):  Welcome (contestant’s name)! (applaud the contestant)  Please unmute yourself. What is the name of your club, club # if you know it, and what area does the club belong to?  (Ask only 1-2 questions from the contestant’s bio. If he/she/they answers it quickly, then ask one more question. We should only need to interview a contestant for 1 minute.)  (Display the contestant’s Certificate of Participation).  Thank you for participating tonight. Great job!  (applaud the contestant as he/she/they mute themselves) | **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** |
| **Conclude the Contest** | Introduction of Dignitaries based on Zoom Registration in this order:   * Past District Directors * Current Trio (DD, PQD, CGD) * Current Division Directors * Current Area Directors | **Contest Chair** |
|  | District Announcements | **Next Level’s Leader/Trio** |
|  | Announce winners   * 3rd, 2nd, 1st | **Next Level’s Leader(s)** |
|  | Thanks, all participants, attendees. | **Contest Chair** |
|  | Adjourns Meeting | **Contest Chair** |