

Evaluation and International Speech Contest

The script's purpose is to ensure that contest rules such as speaker introductions and timing are adhered to. As long as you cover items outlined in the current [Speech Contest Rulebook](#), you may modify the script.

Sergeant at Arms	<p>Call contest to order</p> <p><i>Welcome fellow Toastmasters and honored guests to (NAME of Contest, e.g.: Area A1; Division A; District 101 International Speech Contest for 2021).</i></p> <p>Here are some logistical information:</p> <p>Everyone is requested to stay muted except for the speaker on stage. Everyone is requested to turn off their video except for the signaling timer and the speaker on stage.</p> <p>Please do not take photographs or video recordings during any contestant speeches. Video recording is allowed only for people who have received advanced approval from the Contest Chair.</p> <p>Please take a moment now to turn off or silence cell phones and any other devices that may make noise during the contest.</p> <p>Introduce appropriate officer (District PQD/Division or Area Director)</p> <p><i>Tech Chair plays applause clip. Wait for applause to end before speaking.</i></p>
District PQD/Division or Area Director	<p><i>Thank you (SAA Name)</i></p> <p>(Welcome Everyone & Introduce Guests)</p> <p><i>Before we begin, I want to recognize the dignitaries who have joined us today.</i></p> <p>(Announce in the following order)</p> <ul style="list-style-type: none">◇ current International Director (Region 2)◇ current District 101 officers<ul style="list-style-type: none">○ Program Quality Director○ Club Growth Director◇ Immediate Past District 101 Director<ul style="list-style-type: none">○ Current PR Manager○ Current Administration Manager

	<ul style="list-style-type: none"> o Current Finance Manager o Current Parliamentarian o Current Logistics Manager o Current Division Directors ◇ Current Division Area Directors ◇ Other District 101 Area Directors in order ◇ Other Region current International Directors (non-Region 2) ◇ Other District current District Directors ◇ Other District current Division Directors ◇ Other District current Area Directors <ul style="list-style-type: none"> o Past International Directors (Region 2 first) o Past District Directors (101 first) <p>(If any contestant is a past Dignitary do not announce them at this time. That information is brought out as part of the Contestant interview.)</p> <ul style="list-style-type: none"> ◇ <i>We are preparing for the next term of office starting 1 July. There are a variety of offices in the District that are up for election. The elections will be held on (DATE) at the District Conference on (DATE).</i> ◇ <i>Here are the current candidates for elected positions in District 101: (use the list provided by the PQD or the District Director.)</i> <p><i>Speech contests are an important part of the Toastmasters educational program. They are a celebration of our Toastmasters speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.</i></p> <p><i>To help us start this celebration please welcome our Contest Chair (NAME)</i></p>
<p>Contest Chair</p>	<p><i>Thank you (NAME of introducing official) and thank you, everyone, for joining us today.</i></p> <p><i>(say for Area Contest)</i> <i>Today's Evaluation Speech Contest winner will progress to represent Area NAME at the Division NAME contest, which will take place on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance.</i></p> <p><i>(say for Division Contest)</i></p>

	<p><i>Today's Evaluation Speech Contest winner will progress to represent Division NAME at the District 101 contests, which will take place during the Annual Conference on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance</i></p> <p>(say for District Contest)</p> <p><i>Today's International Speech Contest winner will progress to represent District 101 at the Semi-Finals of the Toastmasters International World Championship of Public Speaking which will take place during the Annual Conference on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance</i></p>
<p>Contest Toastmaster</p>	<p>Thank you _____ Name of the Contest Chair _____.</p> <p>The purpose of a Speech Evaluation is to motivate a speaker to continue to improve by providing reinforcement of their strengths while offering useful advice for improvement.</p> <p>The contest will begin with a 5-7 minute speech from a test speaker, after which the evaluation contestants will have 5 minutes in a breakout room to work on their evaluation. Contestants will be called back to this room one at a time to deliver their evaluation.</p> <p>The contestants have agreed upon the speaking area, which is the frame of their camera.</p> <p>Contestants should stay in the frame, as any movement out of the frame which includes parts of their face or upper body will make it difficult for judges to observe them.</p> <p>Contestants may not use props. If they choose to use a virtual background, it must be all white or an official Toastmasters background.</p> <p>Before introducing a contestant, I will check their audio/visual by saying,</p> <p>Contestant #, <Name>, How's your day going? Can you see the Timer?</p> <p>To eliminate any perception of bias, I will then introduce each</p>

	<p>contestant in the same way: contestant name, contestant name.</p> <p>The speaking order has been chosen randomly by drawing lots, and I will announce the order now. The Contest Chair will post the speaking order in the chat window.</p> <p><i>Read the speaking order and say each contestant's name the same way. Repeat the name. Be sure to pause after each to provide the audience time to mark their program.</i></p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ <p>I will now introduce our Chief Judge _____ to review the contest rules.</p> <p><i>Tech Chair plays applause clip. Wait for applause to end before speaking.</i></p>
Chief Judge	<p>Thank you _____ Name of the Toastmaster _____.</p> <p>Good morning, everyone. Here are the contest rules.</p> <p>To be eligible, each contestant must be a member in good standing of the club they are representing, and the club must also be in good standing, meaning the club has 8 or more members and that their membership dues are current with Toastmasters International.</p> <p>It has been confirmed that all contestants are eligible.</p> <p>All judges must also be paid members for a minimum of six months. There are ___ judges and a secret tie-breaker judge known only to me.</p> <p>Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant but would include any other communication such as sound effects, a staged act, etc.</p> <p>If a contestant speaks for less than one minute 30 seconds or more than three minutes 30 seconds, they will be disqualified. The timer will show the green signal at 2 minutes, the yellow signal at</p>

	<p>2 minutes 30 seconds, and the red signal at 3 minutes, which will remain on until the speech is concluded. There will be no signal given for going overtime. Thank you Timer.</p> <p>After the contestant has finished, he or she can remain in the room to hear subsequent speakers.</p> <p>In the event of a technical failure with the signal or timing device, the Timer will allot 30 additional seconds for the speaker. Judges are instructed not to consider time in their ranking of the speakers.</p> <p>There will be one minute of silence after each contestant for judges to mark their ballots. After the final contestant, there will be additional silence until ballots are collected and ballot counters have moved to the Breakout Room.</p> <p>Prior to announcing the results at the end of the event, the Area Director (Name of the Area Director), will announce if time disqualifications occurred, but not name the contestant(s) involved.</p> <p>Protests based on eligibility may be entered only by the contestants or judges to either me, the Chief Judge, or the Contest Chair ___.</p> <p>Once the results have been announced, all decisions are final. The judges, timers, and ballot counters have all been briefed and are qualified to fulfill their roles.</p> <p>Please welcome back up our Toastmaster, Elaine Lung.</p> <p><i>Tech Chair plays applause clip. Wait for applause to end before speaking.</i></p>
<p>Contest Toastmaster</p>	<p>Thank you, _____. It's time to begin the contest!</p> <p>Test Speaker _____</p> <p>How's your day going?</p> <p>Can you see the Timer?</p> <p>Please welcome</p> <p><Test Speaker Name> <Speech Title> <Speech Title> <Test</p>

<p>Test Speaker</p>	<p>Speaker Name></p> <p><i>Speaks for 5-7 mins</i></p> <p><i>Tech Chair plays applause clip. Toastmaster waits for applause to end before speaking.</i></p> <p>Thank you _____.</p> <p>Tech Chair, please move the Sergeant at Arms and contestants to the breakout room. Once all contestants have moved to the breakout room and 5 minutes have passed, please have the first contestant return to the main room.</p> <p><i>Tech Chair messages Toastmaster to confirm SAA and all contestants have moved to the Breakout Room. Tech Chair messages Toastmaster when done</i></p> <p>Timer, please indicate when 5 minutes have elapsed.</p> <p>Now it's time to get to know our Test Speaker, Ann!</p> <p>Ann, please join me again on stage! Let's give Ann another round of applause.</p> <p><i>Tech Chair plays applause clip. Toastmaster waits for applause to end before speaking.</i></p> <p><i>Interview Test Speaker.</i></p> <p><i>The timer shows YELLOW at 4 minutes to indicate the last question. The timer shows RED at 5 minutes for Toastmaster to prepare for the first contestant.</i></p> <p><i>When Timer shows Red Card, Tech Chair messages SAA that we are ready for the first contestant.</i></p>
<p>Contest Toastmaster</p>	<p><i>Toastmaster watches out for contestants to show up on the Participants list in order to proceed with introductions.</i></p> <p>We are ready to begin the evaluations.</p> <p>Contestant #1 <Name>, How's your day going?</p> <p>Can you see the Timer?</p>

<Name> <Name>

Tech Chair plays applause clip. ***Toastmaster*** waits for applause to end before speaking.

Thank you, _____.

Please remain silent for 1 minute while judges mark their ballots.

Tech Chair messages SAA to have the next contestant return to the main room.

Contestant #2 <Name>, How's your day going?

Can you see the Timer?

<Name> <Name>

Tech Chair plays applause clip. ***Toastmaster*** waits for applause to end before speaking.

Thank you, _____.

Please remain silent for 1 minute while judges mark their ballots.

Tech Chair messages SAA to have the next contestant return to the main room.

Contestant #3 <Name>, How's your day going?

Can you see the Timer?

<Name> <Name>

Tech Chair plays applause clip. ***Toastmaster*** waits for applause to end before speaking.

Thank you, _____.

Please remain silent for 1 minute while judges mark their ballots.

Tech Chair messages SAA to have the next contestant return to the main room.

Contestant #4 <Name>, How's your day going?

Can you see the Timer?

<Name> <Name>

Tech Chair plays an applause clip. ***Toastmaster*** waits for applause to end before speaking.

Thank you, _____.

Please remain silent for 1 minute while judges mark their ballots.

Tech Chair messages SAA to have the next contestant return to the main room.

Contestant #5 <Name>, How's your day going?

Can you see the Timer?

<Name> <Name>

Tech Chair plays applause clip. ***Toastmaster*** waits for applause to end before speaking.

Thank you, _____.

Please remain silent for 1 minute while judges mark their ballots.

Tech Chair messages SAA to have the next contestant return to the main room.

Contestant #6 <Name>, How's your day going?

Can you see the Timer?

<Name> <Name>

Tech Chair plays applause clip. ***Toastmaster*** waits for applause to end before speaking.

Thank you, _____.

	Please remain silent for 1 minute while judges mark their ballots.
Contest Toastmaster	<p>Tally and Collect Ballots</p> <p>Please continue to remain silent until Judges submit their ballots and Ballot Counters have left the room. Timer, please submit the Timer Record Sheet to the Chief Judge.</p> <p><i>Timer times 5 - 10 minutes.</i></p> <p><i>Toastmaster proceeds with interviews once</i></p> <ul style="list-style-type: none"> • <i>Chief Judge messages Toastmaster to confirm all ballots have been received</i> <p>OR</p> <ul style="list-style-type: none"> • <i>Timer shows RED after 5/10 minutes have passed</i> <p>Whichever comes first.</p> <p><i>(Absolute silence while we wait)</i></p>
Contest Toastmaster	<p>All the ballots have been collected and the Ballot Counters have left the room</p> <p><i>Tech Chair moves Ballot Counters and Chief Judge to the Breakout Room.</i></p> <p>Contestant Interview</p> <p><i>Timer turns off the video.</i></p> <p><i>Tech Chair allows all contestants to unmute and show video.</i></p> <p>Contestants, please turn your video on at this time.</p> <p>Let's give another round of applause to all our contestants!</p> <p><i>Tech Chair plays applause clip. Toastmaster waits for applause to end before speaking.</i></p> <p>Now it's time to get to know our contestants! I'll be interviewing you in the order that you spoke.</p> <p><Contestant Name>, Thank you for participating.</p> <p><i>Ask each contestant</i></p> <ol style="list-style-type: none"> 1. <i>Please share the name of your club and how long you have</i>

	<p><i>been a Toastmaster.</i></p> <p>2. <i>Ask one other question based on their profile form.</i></p>
(Chief Judge)	<p><i>While the contestants are being interviewed, the Chief Judge collects the tallies and prepares the names of the winners to send to the Contest Chair.</i></p> <p><i>Chief Judge messages the Contest Chair if there were any disqualifications.</i></p> <p><i>Chief Judge messages Toastmaster to conclude interviews.</i></p> <p><i>The contest Chair passes the list of winners and disqualifications to the Director, _____ to announce.</i></p>
Contest Toastmaster	<p>Thank you, Contestants. Let's give them one more round of applause.</p> <p>Tech Chair plays applause clip. Wait for applause to end before speaking.</p> <p>Contestants, please mute yourself and turn your video off.</p> <p>The results of the Evaluation Contest will be announced at the end of the event, along with the results of the International Speech Contest, so be sure to stay through the event.</p> <p>*****Its time for the break *****</p>

International Speech contest

Sergeant at Arms	<p>(Call contest to order)</p> <p><i>Welcome back fellow Toastmasters and honored guests to (NAME of Contest, e.g.: Area A1; Division A; District 101 International Speech Contest for 2021).</i></p> <p><i>Here are some logistical Information:</i></p> <p><i>If you need to use your bathroom, it's where you last used it.</i></p> <p><i>Except for the speaker and Toastmaster, everyone will remain on mute. Everyone's video will be off except for the Toastmaster, the</i></p>
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	<p><i>signaling timer, and the speaker on the stage.</i></p> <p><i>Do not take screenshots or video recordings during any contestant speeches. Video recording is allowed only for people who have received advanced approval from the Contest Chair.</i></p> <p><i>Also, we ask everyone to stay out of the Chat room so contest essential communication can be shared as needed.</i></p> <p><i>Please take a moment now to ensure you are muted, your video is off. Turn off or silence cell phones and any other devices that may make noise during the contest.</i></p> <p><i>To get us started help me welcome Contest Chair</i></p>
Contest Chair	<p style="text-align: center;">(Welcome)</p> <p><i>Thank you (NAME of introducing official) and thank you, everyone, for joining us today.</i></p> <p><i>(say for Area Contest)</i></p> <p><i>Today's International Speech Contest winner will progress to represent Area NAME at the Division NAME contest, which will take place on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance.</i></p> <p><i>(say for Division Contest)</i></p> <p><i>Today's International Speech Contest winner will progress to represent Division NAME at the District 101 contests, which will take place during the Annual Conference on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance</i></p> <p><i>(say for District Contest)</i></p> <p><i>Today's International Speech Contest winner will progress to represent District 101 at the Semi-Finals of the Toastmasters International World Championship of Public Speaking which will take place during the Annual Conference on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance</i></p>

	<p>Introduce International Speech Contest Toastmaster</p>
<p>International Speech Contest Toastmaster</p>	<p style="text-align: center;">Welcome to the International Speech portion of the Area NAME/Division NAME/District 101 Speech Contest.</p> <p><i>First, a bit of background information for the benefit of our guests and new members.</i></p> <p>(say for Area Contest) <i>Today's International Speech Contest winner will progress to represent Area NAME at the Division NAME contest, which will take place on (DATE; LOCATION). Today's 2nd Place winner will be the alternate and will represent the Division if the 1st Place winner cannot attend.</i></p> <p>(say for Division Contest) <i>Today's International Speech Contest winner will progress to represent Division NAME at the District 101 contests, which will take place during the Annual Conference on (DATE; LOCATION). Today's 2nd Place winner will be the alternate and will represent the Division if the 1st Place winner cannot attend.</i></p> <p>(say for District Contest) <i>Today's International Speech Contest winner will progress to represent District 101 at the Semi-Finals of the Toastmasters International World Championship of Public Speaking which will take place during the Annual Conference on (DATE; LOCATION). Today's 2nd Place winner will be the alternate and will represent the Division if the 1st Place winner cannot attend.</i></p> <p><u>Purpose</u></p> <ul style="list-style-type: none"> - <i>Speech contests provide an opportunity for speakers to improve their speaking abilities and to recognize the best as an encouragement to all Toastmasters.</i> - <i>And offer an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.</i> - <i>The Toastmasters International Speech Contest is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.</i>

Eligibility

To be eligible a contestant must:

- *Be a Toastmaster in good standing of a club in good standing, meaning the club has 8 or more members and their membership dues are current with Toastmasters International.*
- *Have completed at least six manual speeches in the Communication and Leadership Program manual or two Levels in Pathways, either two levels of one path, or one level from two separate*
- *Only one kind of exception may be made to the requirements listed above.*
- *However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest to qualify.*
- *Not be a current District or International officer, nor have declared the intent to run for, District or International office (i.e. District Program Quality Director, Division Director, etc.).*
- *Toastmasters who are members of more than one club and meet all other eligibility requirements may compete at each club level. They may not, however, compete in more than one Division International Speech Contest, even if the two Divisions are in different Districts.*

(Contest Rules)

The contestants have been briefed about the agreed speaking area which is the frame of their camera.

Contestants are required to stay in the frame, any movement out of the frame which includes parts of their face or upper body will make it difficult for judges to observe them and may not work in their favor.

- *There is no penalty for moving out of frame.*

Speakers may stand or sit depending on the space available to them.

- *Props may be used to support or illustrate the speech.*

There is no recording of speeches, screenshots, or pictures allowed during the contest.

- *Everyone is to remain muted, with your video off, except the Toastmaster, the signaling timer, and the speaker on the stage.*

Even though you are muted we ask that you turn off all beepers, cell phones, or any object that may make noise during the contest.

Once the speaker begins no prompt will be given for moving out of the frame. Speakers can monitor themselves on their computer screens.

There will be one minute of silence after each contestant for the judges to mark their ballots. After the final contestant, I will ask for silence until the judges and ballot counters have collected all the judges' ballots.

(Speaking Order)

I will address each speaker by name and ask "Are You Ready?"

- [The Contestant will select "Hide non-video participants"]
- [Once that is done, the Contestant is required to provide an Audible "Yes, I am ready" to confirm their audio is on and they are ready to speak.]

Next, I will ask each speaker "Can You See the Timer"

- [The Contestant may optionally pin the Timer. The Contestant will provide an audible "Yes" to the Toastmaster]

Then I will ask the Timer, "Timer Are you Ready"

The Timer will respond "The Timer is Ready."

To eliminate any perception of bias, I will introduce each contestant in the same way:

Speaker Name, Speech Title, Speech Title, Speaker Name

The Speakers will not start their speech until I formally announce them.

The speaking order has been chosen randomly by drawing lots. I'll announce the order now. You may want to mark your program with the contestant speaking order. The speaking order is shown on this slide and it will be posted in the Chat Room.

	<p style="text-align: center;">Area NAME/Division NAME/District 101 International Speech Contest Speaking Order</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p style="text-align: center;">[Post it in the Chat Room after order is announced]</p>
	<p style="text-align: center;">(Introduce Chief Judge)</p> <p><i>To explain the Contest Rules help me welcome our International Contest Chief Judge.</i></p>
<p>International Speech Contest Chief Judge</p>	<p><i>Thank you Mr./Madam Toastmaster.</i></p> <p>-----</p> <p style="text-align: center;">- -</p> <p>(if the Toastmaster has not defined the eligibility criteria)</p> <p><i>To be eligible to compete in today's contest each Toastmaster must be a member in good standing in a club in good standing.</i></p> <ul style="list-style-type: none"> - <i>That means the member has paid dues and the club has paid dues to Toastmasters International.</i> - <i>They have completed at least six manual speeches in the Communication and Leadership Program manual or Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.</i> - <i>There is one exception to the speech requirements listed above. A charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest.</i> <ul style="list-style-type: none"> ● <i>The member cannot have declared the intent to run for District or International office.</i> ● <i>The member cannot be competing in another Division International Speech contest.</i>

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- *All contestants meet the eligibility criteria.
(based on the Chief Judge receipt of Eligibility Forms)*
 - *All speeches are to be substantially original - any quoted material must be identified during the speech presentation. (25% or less of the speech may be non-original material. The Material must be attributed to the source where the contestant heard it/saw it)*
 - *Except for the announced speaker and signaling timer everyone will remain muted with their video off.*
 - *The time of the International Speech Contest is 5 to 7 minutes. Any speaker speaking less than 4:30 or more than 7:30 will be disqualified.*
 - *Timer please prepare to demonstrate the timing:*
 - *Green Background at 5 minutes*
 - *Amber/Yellow Background at 6 minutes*
 - *Red Background at 7 minutes. The Red Background will stay up until the speaker has finished speaking. No notice will be given if a speaker goes over time.*
 - *Timing starts with the 1st word uttered or when the speaker uses any form of communication to the audience.*
 - *Judges have been instructed not to consider time in their ranking of the speakers*

*In the event the lights fail, the speaker should continue to speak unless advised to stop by me, or the Contest Chair. I will grant an additional **30 seconds** of time to the speaker.*

- *As mentioned there will be one minute of silence in between speakers. Please note that means total silence.*

If audio or video technology fails during the contest

- *If only one contestant is impacted, the Chief Judge will pause the contest until the technology issue is resolved.*
- *The contestant will resume their speech at the point at which the technology failed and will be allowed **30 seconds** extra time for the completion of his or her speech.*

	<ul style="list-style-type: none"> ● <i>If the Contest Chair determines that the contest can no longer continue (due to a lack of contestants or contest officials), the contest will be reconvened at a later date or time.</i> - <i>There are 7 judges (no less than 5 for Area, and can be more than 7) and a secret tie-breaker judge known only to the Chief Judge</i> - <i>All judges have been briefed and are qualified to judge this contest.</i> - <i>Protests may only be entered by a contestant or a Judge. The protest must be based on eligibility or originality and presented to either the Chief Judge and/or Contest Chair</i> - <i>Once the results have been announced, all decisions are final</i> <p><i>Are there any questions?</i></p> <p><i>Mr./Madam Toastmaster, all the contestants, judges, timers, and ballot counters have been briefed.</i></p> <p style="text-align: center;">Thank you Mr./Madam Toastmaster</p>
<p>International Speech Contest Toastmaster</p>	<p style="text-align: center;">Thank you Mr./Madam Chief Judge</p> <p><i>It's time for us to begin.</i></p> <ul style="list-style-type: none"> ● (NAME of First Contestant): "Are You Ready?" <ul style="list-style-type: none"> ○ Contestant provides an Audible "Yes, I am ready" ● "Can You See the Timer" <ul style="list-style-type: none"> ○ Contestant replies: "Yes" ● "Timer Are you Ready" <ul style="list-style-type: none"> ○ Timer responds: "The Timer is Ready." <p>Contestant 1:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Title: _____</p>

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Second Contestant): *"Are You Ready?"*
Contestant provides an Audible *"Yes, I am ready"*

"Can You See the Timer"
Contestant replies: *"Yes"*

"Timer Are you Ready"
Timer responds: "The Timer is Ready."

Contestant 2:

Name: _____

Title: _____

Title: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Third Contestant): *"Are You Ready?"*
Contestant provides an Audible *"Yes, I am ready"*

"Can You See the Timer"
Contestant replies: *"Yes"*

"Timer Are you Ready"
Timer responds: "The Timer is Ready."

Contestant 3:

Name: _____

Title: _____

Title: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Fourth Contestant): *"Are You Ready?"*
Contestant provides an Audible *"Yes, I am ready"*

"Can You See the Timer"
Contestant replies: *"Yes"*

"Timer Are you Ready"
Timer responds: "The Timer is Ready."

Contestant 4:

Name: _____

Title: _____

Title: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Fifth Contestant): *"Are You Ready?"*
Contestant provides an Audible *"Yes, I am ready"*

"Can You See the Timer"
Contestant replies: *"Yes"*

"Timer Are you Ready"
Timer responds: "The Timer is Ready."

Contestant 5:

Name: _____

Title: _____

Title: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Sixth Contestant): *"Are You Ready?"*
Contestant provides an Audible *"Yes, I am ready"*

"Can You See the Timer"
Contestant replies: *"Yes"*

"Timer Are you Ready"
Timer responds: "The Timer is Ready."

Contestant 6:

Name: _____

Title: _____

Title: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer Background or Green Background then shows the Red Background at the end of one minute)

After the last minute asks the Timer to leave the Red Background up until all ballots are received and Chief judge and ballot counters are all moved into the breakout room.

Remind everyone to remain silent until the judges have submitted the ballots.

** (The Chief Judge will notify the Timer, Toastmaster, and Contest Chair when all judges have submitted the ballots.

Tech chair will move all Ballot Counters and Chief Judge to the Breakout Room – the Timer will change the Red screen/background to Green).**

[once the Background turns to Green the Toastmaster will begin the interview process]

(Contestant Interview)

(Interview each contestant in speaking order)

- Explain that the Certificates of Participation will be sent to the participants.
- Ask each contestant the name of their club and how long they have been a Toastmaster.
- If time permits, ask another "interview" question related to biographical information or speech topic.
- Planned duration of the interview will be determined by prior discussion with the Contest Chair.

Let's have another hand for all of our contestants.

(After concluding the interview return control to Contest Chair)

Let's welcome back Our Contest Chair (NAME)

<p>Contest Chair</p>	<p><i>Let's have another hand for our Toastmaster (NAME)</i></p> <p><i>An event like this does not happen without the contestants willing to share their time and talents with us.</i></p> <p><i>In addition, this event is made possible through the support and effort of a team of people.</i></p> <p><i>(display the slide with the Functionary Titles and Names. This includes the Event Chair, Contest Toastmaster, Chief Judge, Sergeant at Arms, Timers, Ballot Counters)</i></p> <p><i>To announce the results let's welcome back...</i></p> <p style="text-align: center;">Introduce appropriate officer (District Program Quality Director (PQD)/Division or Area Director)</p>
<p>District PQD/Division or Area Director</p>	<p><i>Thank you (NAME of Contest Chair)</i></p> <p><i>Before announcing the results I want to announce there:</i></p> <ul style="list-style-type: none"> • <i>ARE NO Time Disqualifications</i> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • <i>IS/ARE (#) Time Disqualification(s). Those contestants affected will be notified privately by the Chief Judge.</i> <p><i>Let me remind you that today's International Speech Contest winner will represent...</i></p> <p><i>(say for Area Contest)</i></p> <p><i>... Area NAME at Division NAME contest, which will take place on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance.</i></p> <p><i>(say for Division Contest)</i></p> <p><i>... Division NAME at the District 101 contests, which will take place during the Annual Conference on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance</i></p>

(say for District Contest)

... District 101 at the Semi-Finals of the Toastmasters International World Championship of Public Speaking which will take place during the Annual Conference on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance

Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers may immediately interrupt to correct the error.

[In contests with three (3) or more participants:

- a third-place winner
- a second-place winner
- and a first-place winner will be announced.
- Winners will be announced in reverse order.]

[Occasionally, a contest will be held with only one (1) contestant.]

- A contest must still be held
- If the contestant does not meet the timing, originality, and eligibility requirements the contestant will be disqualified

- Announce Third Place Winner (applaud/wave)
- Announce Second Place Winner (applaud/wave)
- Announce First Place Winner (applaud/wave)

(Awards are presented by displaying the Award Certificates (3rd, 2nd, 1st) one at a time in Shared Screen mode for each Award Level, one at a time.)

(Brief Speech if desired)

Let's welcome back our Contest Chair (NAME)

Contest Chair	<p><i>Thank you Mr./Madam District PQD/Division or Area Director</i></p> <p><i>Let's have another round of applause for all our contestants today.</i></p> <p><i>The winners and runner-ups will be contacted by email to verify the information that will be sent to the next level contest.</i></p> <p><i>Participation Certificates for all contestants and the functionaries who made this event happen will be provided by email.</i></p> <p><i>We especially want to thank our District Leaders Present and Past who shared their time with us today to make this Contest a success.</i></p> <p><i>Thank you to all of you for attending and supporting the contestants.</i></p> <p><i>We will leave the room open for another 10 minutes for people who would like to spend some time congratulating the speakers, or talking with friends.</i></p> <p><i>This Contest is officially adjourned.</i></p>
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In case of any questions please reach out to the conference Chair - Ishrath Fatima - ishrathtoastmastersis@gmail.com

Notes for Club Contests

At the Club Level:

1. The role of the Club Vice President of Education (VPE) is to schedule and help put together the Club Contest.
 - a. The role of the Contest Chair in the script can be filled by the VPE.
 - b. If the VPE is competing, then the Contest Chair can be assigned to another club member.

2. The District/Area/Division Officer can be filled by the Club President.
 - a. If the President is competing in the Club Contest then the District/Area/Division Officer role can be filled by the Contest Chair.
 - b. In this case, adjust the script as appropriate.

3. At the Club Level, it is important that the contestants know the eligibility requirements and how the contest is conducted. Those are important elements for the contestants to know at the club level before moving to the next level.