

Speech Contest Scripts

2019-2020

Speech Contest Scripts

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Speech Contest Checklist and Preparation Tips

Contest Organiser Preparation

Determine budget for contest, where required.

Select place, date and time for contest

Determine contest agenda (e.g. what contests are to be conducted)

Arrange supplies and services (eg. lectern, timing lights, stopwatches, pack of cards, etc)

Select/organise Chief Judge and other Contest Officials

Note all role holders (Contest Officials) must be paid members, including any test or warm-up speaker

- Judges (usually 5 plus tiebreaker at Club and Area, must have 7 at Division and 9 judges at District level – at least 1 judge from each Division within the District).
- Note that the Tiebreaker judge is known only to the Chief Judge.
- Timekeepers (2)
- Tally Counters (3)
- Sergeant-at-Arms (1 or more if more than 1 door and/or if Contestants room for Table Topics or Evaluation contests are a distance away from the room)

Notify contest judges & officials of time and place

Determine the contestants and notify them of time and place at least 14 days prior to the contest.

Ensure all contestants are eligible, using the Toastmasters Eligibility Checker on the Toastmasters International web site.

Ensure you read through the relevant sections of the Contest Rule book

Evaluation - Select a test speaker not known to contestants.

Humorous - Please ensure you have a Warm-up Speaker or tell some jokes to warm up the audience for the First Speaker (*So the first speaker does not end up as the warm-up speaker and be unfairly disadvantaged*)

Table Topic - Determine a 'topic' (Which should lead to an opinion or a Conclusion, it should not too long, must be general in nature, should not require a detailed knowledge).

Publicise contest in community where possible – you might get visitors/ potential future members

Materials/Documentation required

- Speech contest manual & Contest Scripts
- Speech contest rules (current version; ie. 2019) – Item 1171
- Certification of Eligibility and Originality (for contestants) – Item 1183
- Speech Contest biographical data sheet – Item 1189
- Evaluation Contestant's Notes Sheet – Item 1177
- Time record sheet and Timekeeper's instructions – Item 1175
- Judges' guide and ballot sheets (*for the appropriate contest*)
- Judges' Certificate of Eligibility – Item 1170
- Tiebreaker Judge guide and ballot sheet (*for the appropriate contest*)
- Envelopes
- Counter's tally sheet – Item 1176
- Notification of Contest Winner form – Item 1182
- Results Form – Item 1168
- Certificates - Winners and Participation (*Nice to have one for the Evaluation Test Speaker*)
- Trophies - from previous year's winner/s (*ensure engraving is up to date*)

Briefings – Contest Chair & Chief Judge

BRIEFINGS - Contest Chairman

- Verify presence of contestants (*ensure you can pronounce all names correctly*)
- Draw for speaking position (*using a pack of cards, numbered marbles, etc*)
- Have contestants complete the Eligibility sheet thus obtaining “Speech Titles”
- Have Contestants complete the Contestant profile sheet for the interview at the end of the contest when the Participation Certificates are handed out.
- Ensure that Evaluation Contestants are given as many Evaluation Notes Sheets as they request. There is no limit to the number they can have.
- Review latest Speech Contest Rulebook with speakers, and note any changes from previous years.
- Review timing instructions with Speakers and Timers
- Acquaint contestants with speaking area
- Inform speakers to set up any props required during the 1 minute of silence before their introduction. They may enlist someone’s help, not the Sgt @ Arms.
- Brief the Sergeant-at-Arms
- Check equipment (lights, microphones - where used, etc)

BRIEFINGS - Chief Judge

- Have all judges complete the Judge’s Certificate of Eligibility
- Brief all judges in the completion, on the use of the guide and ballot, and what you think they should be looking for. (see included Briefing suggestions – Pages 5-6).
- Give each judge an envelope (this is clearly stated in the latest rules)
- Instruct judges to sit close to the contest area, but spread out and away from contestants/each other
- Remind all judges there are to be no Ties and must clearly have a 1st, 2nd & 3rd. (suggest remind them twice as some judges are still doing this.
- Determine Tiebreaker Judge (to remain anonymous & not required at briefing, although some go, and no one knows who of those attending the Judges briefing is the Tiebreaker)
- Brief the Tiebreaker Judge on their guide and ballot (rank all the contestants numerically)
- Brief Tally Counters about using tally sheet
- Review timing procedure with Timekeeper

STARTING AND DURING THE CONTEST *Please refer to following Contest Scripts*

AT THE END OF THE CONTEST

- If there are 3 or more contestants, announce 3rd then 2nd placegetters then first place/winner
- In contests with less than 3 contestants (ie, 2 or less), **you must only announce the second place getter (if applicable) and first place/winner** – this is in the “Contest Rule Book”
- It is recommended that the Contest Chair should close by thanking all who helped, i.e. Chief Judge and other judges, Timekeepers, Tally Counters, Sergeant-at-Arms, test/warm-up speakers (Test speaker is usually best if from another club or area, where practical)
- Additional announcements (e.g. next contest, upcoming events/Conferences)

It is NOT necessary to move to destroy the ballots. The Chief Judge, or whoever held the ballots, should simply destroy them once the results are announced.

The contest rules state the announcement of the winners is final: there is no room for dispute. *The only people who can stand up to protest are the timer (in cases of timing disqualification), and the tally counters or Chief Judges if the names are read out incorrectly*

During the contest, the Chief Judge should provide a list showing placement of all contestants. The Contest Chair will then complete the “Notification of Winners”, showing the places of **all contestants and their contact details**, not just the first three placegetters, The Contest Chair will then send this completed sheet to the contest organiser (District Officer) of the next contest level.

Suggestions for the Chief Judge to facilitate the Judges Briefings

Briefing notes applicable to all contests:

- Ensure judges are eligible and sign the eligibility form
- Establish which judges have judged before (why?)
- Make sure judges name and sign their Ballot Sheets
- Give judges an envelope for Ballot Sheet to hand to Tally Counters
- Advise judges they are to decide 1st, 2nd and 3rd. There must be no ties (or vote is ineligible)
- Remind judges that they should remove all bias or prejudice and judge according to what they observe on the day; not against any past performances or if you dislike/like the contestant.
- Remind judges that this is a Toastmasters contest. The Ballot Sheet is a guide to helping you rank the contestants. A speech that was technically perfect, delivered smoothly, emotionally engaging or logically flawless should be marked accordingly in the relevant sections.

These are some of the questions for judges to consider when completing their Ballot Sheet. They are to ensure judges are mentally present and focused. The below questions are not intended to lead or direct judges. As the Chief Judge, you should refer to relevant sections of the Ballot Sheet as you consider the following. The questions are designed so judges can consider all aspects of the contestant's presentation and to ensure a fair unbiased result.

Briefings for Contests are as follows:

A reminder that these questions (Briefing notes) are not rules, just geared towards assisting judges into analysing their own results.

Table Topics Briefing Ask Judges:

- What they are looking for in a contestants Table Topic?
- How do you judge a contestant who answers the Topic, partially answers the Topic, or does not answer the Topic?
- Do they need a clear opening, body and conclusion and does the conclusion need to relate back to the opening?
- If an opinion was asked for, how would you judge if they: gave an opinion, did not give an opinion, changed their opinion during the speech, or maybe presented both sides with perhaps two opinions and gave no clear decision (ie. sat on the fence)?

Humorous Briefing Ask Judges:

- What are they looking for with in Humorous Speech?
- How would you judge a series of jokes versus a speech with humorous content and/or delivery?
- How would you judge a speech delivered to entertain with a weak message as opposed a strong message with less humour?
- Does a humorous speech need to be technically well structured?
- Does it need to have a call to action, a conclusion or can you just tell a humorous story without a moral?

Evaluation Briefing Ask Judges:

- What elements do you feel are required for a good evaluation?
- What do you think is best: hearing the in-depth analysis of the speech or delivering a list approach of commendations/recommendations?
- How many recommendations should an evaluator give ideally?
- How many parts does a recommendation need, ie. "What? Why? How?"
- How would you judge a contestant with only one comprehensive recommendation?
- What happens if the Contestant finishes on a recommendation in both the body and the Summary/Conclusion?
- Should a contestant add a new information into the summary?
- How would you judge if the contestant missed the Summary/Conclusion?

International Briefing Ask Judges:

- Did it have a clear opening, body and conclusion?
- Did the closing tie back to the opening? ie, if a question was asked, did the question get answered?
- What do you feel is required to win an International speech contest; a performance, a strong message, a certain type of topic?
- Does an International Speech require a purpose or message? If so, does it need to be clear throughout or can it be revealed at the end? Was the purpose or message supported by the body of the speech?
- How would you judge an authentic speech/speaker vs someone you feel was trying to 'tick the boxes'?
- Was it, and should it be memorable?

REMINDER REGARDING PROTESTS

- Who can protest? Only voting judges and contestants
- On what grounds? Eligibility and/or originality
- When? Before the results are announced
- To whom? The Chief Judge or Contest Chair
- Who decides? Chairman on eligibility Chief Judge with judges on originality
- Can you appeal? No, this decision is FINAL

General Introduction Scripts for Entire Contest/Event

<p>Sgt @ Arms: Call the meeting to Order and introduction of the Contest Chair</p>	
<p>Contest Chair: Welcome to all Toastmasters and guests to <i>(Location)</i> _____ For the <i>(Club/Area/Div/Dist)</i> _____ <i>(type of contest(s))</i> _____ Speech Contest(s)</p>	
<p>Now some housekeeping issues:</p> <ol style="list-style-type: none"> a. Give location of bathrooms, etc. b. Anyone with a pager or cell phone should place it on silent alarm or please turn it off. c. No flash photography of the contestants during the contest. There will be photo opportunities later. (Note if there is an official photographer or videographer). d. Once the contest has begun, the Sergeant at Arms will secure the doors, members of the audience are asked to refrain from leaving or entering the room during the contest. After the contest, no one will be permitted to leave the room until all ballots are collected. 	

Evaluation Contest Script

<p>Contest Chair:</p> <p>We will now begin the Evaluation Contest. I would like to read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> 1. To encourage development of evaluation skills and to recognise the best as encouragement to all. 2. To provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training. 	
<p><i>Most Contest chairs say the following:</i></p>	<p><i>if short for time, you can state that</i></p>
<p>Now to go over the rules for the Evaluation Contest:</p> <p><i>Eligibility</i></p> <ol style="list-style-type: none"> 1. It has been confirmed that all contestants and the Test Speaker are eligible. To be eligible to compete, a member must: <ol style="list-style-type: none"> a. Be a paid member of the Club, Area, Division, and District in which he or she is competing. The club must also be in good standing, b. Not presently be an International, District or Area officer, nor be a candidate campaigning for elected positions for the term beginning the upcoming July 1 2. Chief Judge, can you please confirm that the judges are qualified, that they have been briefed and are ready to go. 	<p>"I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible to be a contestant in this contest, and they have been advised of the speaking area.</p>
<p><i>Originality</i></p> <ol style="list-style-type: none"> 1. Contestants may not use digital or other devices during the contest to gain an unfair advantage 	
<p>All contestants shall evaluate the same target speech.</p> <p>Once the Test speaker has delivered a 5 - 7 minute speech, all evaluation contestants will be escorted out of the room by a Sgt@Arms and given 5 minutes to prepare for their Evaluation using the Evaluation Contest Notes Sheet.</p> <p>After 5 minutes, the Sgt@Arms will take all notes from the Evaluation contestant, except the first contestant who shall keep theirs.</p> <p>The Evaluation Contest Notes Sheet will be returned to the other contestants as they are introduced to present their evaluation.</p> <p>Other than the contestants, it is recommended that no one will be allowed in or out of the room once the contest has begun until the last speaker has spoken;</p>	
<p><i>Timing</i></p> <ol style="list-style-type: none"> 1. The time of the Evaluation is to be 2-3 minutes. Any speaker speaking less than 1:30 or more than 3:30 will be disqualified. 2. The timing lights will be activated as follows. Timekeepers, can you please activate the lights at. <ul style="list-style-type: none"> Green Light at 2:00 minutes Yellow Light at 2:30 minutes & Red Light at 3:00 minutes and will stay on until the speaker has finished speaking. 3. No notice shall be given should a speaker go over time. <p>Timers can we please test the lights now.</p>	

<ol style="list-style-type: none"> 1. Timing starts/begins with the 1st word uttered or when the speaker uses any form of communication to the audience 2. There will be one minute of silence between speakers so the judges may complete their ballot sheets. 3. At the end of the contest, all are to remain silent until the Tally Counters have collected the Judges Ballot Sheets / envelopes. <p>Judges have been instructed not to consider time in their ranking of the speakers.</p> <p>There is a secret tie breaker judge known only to the Chief Judge</p>	<p><i>(you can demonstrate an example if you wish)</i></p>
<p><i>Protests</i></p> <p>Protests may be entered only by the contestants or voting judges to either the Chief Judge or Contest Chair.</p> <p><i>Announcement of results</i></p> <p>Announcement of the contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.</p>	

<p><i>Running the Contest</i></p> <p>Are there any questions?</p> <p>The order of the contestants was randomly selected before the start of this meeting, and is as follows:</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p>	<p><i>Before beginning the Contest itself, you could take a few moments to demonstrate when you wish the Clapping to occur.</i></p>
<p><i>Now let's proceed with the Evaluation Contest</i></p> <p><i>(Introduce the Test Speaker)</i></p> <p>Test Speaker's Name _____</p> <p>Speech Title _____</p> <p>Repeat Speech Title then Repeat Test Speaker's Name</p> <p><i>(Upon conclusion of the test speech)</i></p> <p>At this time, I will ask the Sergeant at Arms to escort all contestants out of the room. Contestants will have five minutes to prepare their evaluation only using the Evaluation Contestant Notes Sheet.</p>	<p><i>(Give NO other details about the test speaker or the speech, such as test speaker's designation, manual project, etc.)</i></p> <p><i>You can if you wish use this time to interview the Test speaker</i></p>

(After 5 minutes have elapsed)

Introduce each contestant saying.

I would now like to introduce

Contestant #, name, name, contestant #

Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or Contestant Number.

Contestant #	Name
Contestant 1	
Contestant 2	
Contestant 3	
Contestant 4	
Contestant 5	
Contestant 6	
Contestant 7	
Contestant 8	
Contestant 9	
Contestant 10	

(After evaluation speech)

Could we please have one minute of silence for the judges to fill out their ballots?

(After one minute)

Thank you

(REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where the timing for judges is different.

(Once ALL contestants have spoken)

Could we please have silence until the judges have completed their ballot sheets. And can the Tally Counters collect the Judges Ballot envelopes when they are completed.

(After the silence & the Chief Judge & Tally Counters has left the room)

Thank you everyone.

Watch the Chief Judge who will be aware when all the Judges Ballot envelopes have been collected.

Note the Chief Judge will also collect the Timers Sheet

Now I'd like the Contestants to please come back to the front (of the stage). (Time to hand out the Participation Certificates and interview the contestants).

Full instructions are at end of the Contest Scripts.

This concludes the Evaluation Contest.

We will announce the results later in the meeting.

(Note. Some meetings have a supper break; or start the second contest if they are undertaking two contests at a single meeting. Others just let people mix and mingle until the results are delivered back to you as the Contest Chair.

Humorous Speech Contest Script

<p>Contest Chair:</p> <p>We will now begin the Humorous Speech Contest. I would like to read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> 1. To provide an opportunity for speakers to improve their speaking abilities and to recognise the best as encouragement to all 2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their toastmasters training. 3. To recognise the value of humor in speaking. 	
<p><i>Most contest chairs say the following,</i></p>	<p><i>if short for time, you can state that</i></p>
<p>Now to go over the rules for the Humorous Speech Contest:</p> <p><i>Eligibility</i></p> <ol style="list-style-type: none"> 1. All contestants must be paid members 2. It has been confirmed that all contestants are eligible. To be eligible to compete, a member must: <ol style="list-style-type: none"> A. Be a paid member of the Club, Area, Division, and District in which he or she is competing; The club must also be in good standing, B. Not presently be an International, District or Area officer, nor be a candidate campaigning for elected positions for the term beginning the upcoming July 1 3. Chief Judge, can you please confirm that the judges are qualified, that they have been briefed and are ready to go. 	<p><i>"I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible to be a contestant in this contest" and have been advised of the speaking area and timing instructions.</i></p>
<p><i>Originality</i></p> <ol style="list-style-type: none"> 1. Contestants must create their own speeches, and each must be substantially original, any quoted material must be identified. 2. The speech must be thematic in nature (having an opening, body and closing) and must not be a monologue or series of one-liners. 	
<p>Speakers may stay in the room. Should they choose to leave the room during the contest, the Sgt@Arms will escort contestants back into the room once their time to speak has arrived.</p> <p>Other than contestants, it is recommended that no one will be allowed in or out of the room once the contest has begun until the last speaker has spoken;</p>	
<p><i>Timing</i></p> <ol style="list-style-type: none"> 1. The time of the Humorous Speech is to be 5-7 minutes. Any speaker speaking less than 4:30 or more than 7:30 will be disqualified. 2. The timing lights will be activated as follows. Timekeepers, can you please activate the lights at. <p style="margin-left: 40px;">Green Light at 5:00 Yellow Light at 6:00 & Red Light at 7:00 and will stay on until the speaker has finished speaking.</p> 3. No notice shall be given should a speaker go over time. <p>Timers can we please test the lights now.</p>	

<ol style="list-style-type: none"> 1. Timing starts with the 1st word uttered or when the speaker uses any form of communication to the audience, 2. There will be one minute of silence between speakers so the judges may complete their ballot sheets. 3. At the end of the contest, all are to remain silent until the Chief Judge or Tally Counters have collected the Judges Ballot Sheets / envelopes. <p>Judges have been instructed not to consider time in their ranking of the speakers</p> <p>There is a secret tie breaker judge known only to the Chief Judge</p>	<p><i>(you can demonstrate an example if you wish)</i></p>
<p><i>Protests</i></p> <p>Protests may be entered only by the contestants or judges to either the Chief Judge or Contest Chair</p> <p><i>Announcement of results</i></p> <p>Announcement of the contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.</p>	
<p><i>Running the Contest</i></p> <p>Are there any questions?</p> <p>The order of the contestants was randomly selected before the start of this meeting, and is as follows:</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p>	<p><i>Before beginning the Contest itself, you could take a few moments to demonstrate when you wish the Clapping to occur..</i></p>
<p>Now I would like to introduce the Warm-up Speaker</p> <p>Warm-up Speaker's Name _____</p> <p>Speech Title _____</p> <p>Repeat Speech Title _____</p> <p>Repeat Warm-up Speaker's Name _____</p> <p><i>Thank the Warm-up Speaker.</i></p> <p><i>Then introduce the Contestants</i></p>	<p><i>DO NOT go straight into the first contestant without warming your audience's humor up first.</i></p> <p><i>Reception for your contestants is more warmly received.</i></p> <p><i>Your audience or judges may have had a bad day and the scene need to be set first.</i></p> <p><i>Options are either have a Warm-up speaker or tell jokes</i></p>

Introduce each contestant saying.

I would now like to introduce

Contestant #, Name, Speech Title, Speech Title, Name

Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or Contestant Number.

Contestant #	Name	Speech Title
Contestant 1		
Contestant 2		
Contestant 3		
Contestant 4		
Contestant 5		
Contestant 6		
Contestant 7		
Contestant 8		
Contestant 9		
Contestant 10		

(After each speech)

Could we please have one minute of silence for the judges to fill out their ballots?

(After one minute)

Thank you

(REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where the timing for judges is different.

(Once all contestants have spoken)

Could we please have silence until the judges have completed their ballot sheets. And can the Tally Counters collect the Judges Ballot Sheets/envelopes when they are completed.

(After the silence & the Chief Judge & Tally Counters has left the room)

Thank you everyone.

Watch the Chief Judge who will be aware when all the Judges Ballot Sheets / envelopes have been collected.

Note the Chief Judge will also collect the Timers Sheet

Now I'd like the Contestants to please come back to the front (of the stage). *(Time to hand out the Participation Certificates & Interview the Contestants).*

Full instructions are at end of the Contest Scripts.

This concludes the Humorous Speech Contest. We will announce the results later in the meeting.

(Note. Some Club/Area meetings have a supper break; or start the second contest if they are undertaking two contests at a single meeting. Others just let people mix and mingle until the results are delivered back to you as Contest Chair.

International Speech Contest Script

<p>Contest Chair:</p> <p>We will now begin the International Speech Contest. I would like to read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> 1. To provide an opportunity for speakers to improve their speaking abilities and to recognise the best as encouragement to all 2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their toastmasters training. 							
<p><i>Most contest chairs say the following,</i></p> <p>Now to go over the rules for the International Speech Contest:</p> <p><i>Eligibility</i></p> <ol style="list-style-type: none"> 1. All contestants must be paid members 2. It has been confirmed that all contestants are eligible. To be eligible to compete, a member must: <ol style="list-style-type: none"> a. Be a paid member of the Club, Area, Division, and District in which he or she is competing; The club must also be in good standing, b. Not presently be an International, District or Area officer, nor be a candidate campaigning for elected positions for the term beginning the upcoming July 1 c. Have completed six speech projects in the Competent Communication manual, or be a member of a club that chartered within this Toastmaster's year. 3. Chief Judge, can you please confirm that the judges are qualified, that they have been briefed and are ready to go. 	<p><i>if short for time, you can state that "I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible to be a contestant in this contest".</i></p>						
<p><i>Originality</i></p> <ol style="list-style-type: none"> 1. Contestants must create their own speeches, and each must be substantially original, any quoted material must be identified. 							
<p>Speakers may stay in the room. Should they choose to leave the room during the contest, the Sgt@Arms will escort contestants back into the room once their time to speak has arrived.</p> <p>Other than contestants, it is recommended that no one will be allowed in or out of the room once the contest has begun until the last speaker has spoken;</p>							
<p><i>Timing</i></p> <ol style="list-style-type: none"> 1. The time of the International Speech is to be 5-7 minutes. Any speaker speaking less then 4:30 or more then 7:30 will be disqualified. 2. The timing lights will be activated as follows. Timekeepers, can you please activate the lights at. <table style="margin-left: 40px;"> <tr> <td>Green Light at</td> <td>5:00,</td> </tr> <tr> <td>Yellow Light at</td> <td>6:00 &</td> </tr> <tr> <td>Red Light at</td> <td>7:00 and will stay on until the speaker has finished speaking.</td> </tr> </table> 3. No notice shall be given should a speaker go over time. <p>Timers can we please test the lights now.</p>	Green Light at	5:00,	Yellow Light at	6:00 &	Red Light at	7:00 and will stay on until the speaker has finished speaking.	
Green Light at	5:00,						
Yellow Light at	6:00 &						
Red Light at	7:00 and will stay on until the speaker has finished speaking.						

1. Timing starts with the 1st word uttered or when the speaker uses any form of communication to the audience,
2. There will be one minute of silence between speakers so the judges may complete their ballot sheets.
3. At the end of the contest, all are to remain silent until the Chief Judge or Tally Counters have collected the Judges Ballot Sheets / envelopes.

(you can demonstrate the way you wish clapping to occur, as an example if you wish)

Judges have been instructed **not** to consider time in their ranking of the speakers

There is a secret tie breaker judge known only to the Chief Judge

Protests

Protests may be entered only by the contestants or judges to either the Chief Judge or Contest Chair

Announcement of results

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

Running the Contest

Are there any questions?

The order of the contestants was randomly selected before the start of this meeting, and is as follows:

- ___ Name _____
- ___ Name _____
- ___ Name _____
- ___ Name _____
- ___ Name _____
- ___ Name _____
- ___ Name _____
- ___ Name _____
- ___ Name _____
- ___ Name _____

Before beginning the Contest itself, you could take a few moments to demonstrate when you wish the Clapping to occur.

<p>Now let's proceed with the International Speech Contest</p> <p><i>Introduce each contestant saying.</i> I would now like to introduce Contestant #, Name, Speech Title, Speech Title, Name</p>	<p><i>Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or Contestant Number.</i></p>
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Contestant #	Name	Speech Title
Contestant 1		
Contestant 2		
Contestant 3		
Contestant 4		
Contestant 5		
Contestant 6		
Contestant 7		
Contestant 8		
Contestant 9		
Contestant 10		

<p><i>(After each speech)</i> Could we please have one minute of silence for the judges to fill out their ballots?</p> <p><i>(After one minute)</i> Thank you</p>	<p><i>(REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where the timing for judges is different.</i></p>
<p><i>(Once all contestants have spoken)</i></p> <p>Could we please have silence until the judges have completed their ballot sheets. And can the Tally Counters collect the Judges Ballot Sheets / envelopes when they are completed.</p> <p><i>(After the silence & the Chief Judge & Tally Counters has left the room)</i> Thank you everyone.</p>	<p><i>Watch the Chief Judge who will be aware when all the Judges Ballot Sheets have been collected.</i> <i>Note the Chief Judge will also collect the Timers Sheet</i></p>
<p>Now I'd like the Contestants to please come back to the front (of the stage). <i>(Time to hand out the Participation Certificates & interview the contestants).</i></p>	<p><i>Full instructions are at end of the Contest Scripts.</i></p>
<p>This concludes the International Speech Contest. We will announce the results later in the meeting.</p>	

(Note. Some meetings have a supper break; or start the second contest if they are undertaking two contests at a single meeting. Others just let people mix and mingle until the results are delivered back to you as the Contest Chair.

Table Topics Speech Contest Script

<p>Contest Chair:</p> <p>We will now begin the Table Topics Contest. I would like to read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> 1. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training. 2. To encourage development of impromptu and/or extemporaneous speaking skills and to recognize the best as encouragement to all. 							
<p><i>Most contest chairs say the following,</i></p> <p>Now to go over the rules for the Table Topics Contest:</p> <p><i>Eligibility</i></p> <ol style="list-style-type: none"> 1. All contestants must be paid members 2. It has been confirmed that all contestants are eligible. To be eligible to compete, a member must: <ol style="list-style-type: none"> a. Be a paid member of the Club, Area, Division, and District in which he or she is competing; The club must also be in good standing, b. Not presently be an International, District or Area officer, nor be a candidate campaigning for elected positions for the term beginning the upcoming July 1 3. Chief Judge, can you please confirm that the judges are qualified, that they have been briefed and are ready to go. 	<p><i>if short for time, you can state that "I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible to be a contestant in this contest".</i></p>						
<p><i>Originality</i></p> <ol style="list-style-type: none"> 1. Contestants must create their own speeches, and each must be substantially original, any quoted material must be identified. 2. All contestants shall receive the same topic, which shall be of a general nature 3. The topic shall be of reasonable length, shall not require a detailed knowledge and should lead to an opinion or conclusion 4. Contestants may not use digital or other devices during the contest to gain an unfair advantage. 							
<p>All contestants will be escorted out of the room by a Sgt@Arms, and returned to the room one by one</p> <p>The topic is then read to each contestant, who shall speak on that topic</p> <p>Other than the contestants, no one will be allowed in or out of the room once the contest has begun until the last speaker has spoken.</p>							
<p><i>Timing</i></p> <ol style="list-style-type: none"> 1. The time of the Table Topics Speech is to be 1-2 minutes. Any speaker speaking less then 1:00 or more then 2:30 will be disqualified 2. The timing lights will be activated as follows. Timekeepers, can you please activate the lights at. <table data-bbox="272 1854 1050 1989" style="margin-left: 40px;"> <tr> <td>Green Light at</td> <td>1:00,</td> </tr> <tr> <td>Yellow Light at</td> <td>1:30 &</td> </tr> <tr> <td>Red Light at</td> <td>2:00 and will stay on until the speaker has finished speaking.</td> </tr> </table> 3. No notice shall be given should a speaker go over time. <p>Timers can we please test the lights now.</p>	Green Light at	1:00,	Yellow Light at	1:30 &	Red Light at	2:00 and will stay on until the speaker has finished speaking.	
Green Light at	1:00,						
Yellow Light at	1:30 &						
Red Light at	2:00 and will stay on until the speaker has finished speaking.						

<ol style="list-style-type: none"> 1. Timing starts/begins with the 1st word uttered or when the speaker uses any form of communication to the audience 2. There will be one minute of silence between speakers so the judges may complete their ballot sheets. 3. At the end of the contest, all are to remain silent until the Tally Counters have collected the Judges Ballot Sheets / envelopes. <p>Judges have been instructed not to consider time in their ranking of the speakers.</p>	<p><i>(you can demonstrate the way you wish clapping to occur, as an example if you wish)</i></p>
<p>There is a secret tie breaker judge known only to the Chief Judge</p>	
<p><i>Protests</i></p> <p>Protests may be entered only by the contestants or voting judges to either the Chief Judge or Contest Chair.</p> <p><i>Announcement of results</i></p> <p>Announcement of the contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.</p>	
<p><i>Running the Contest</i></p> <p>Are there any questions?</p> <p>The order of the contestants was randomly selected before the start of this meeting, and is as follows:</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>Now let's proceed with the Table Topics Contest</p>	<p><i>Before beginning the Contest itself, you could take a few moments to demonstrate when you wish the Clapping to occur.</i></p>
<p>At this time, I will ask the Sergeant at Arms to escort all contestants out of the room, except for the first contestant. .</p>	
<p>(After all, but the First contestant has left the room) I would now like to introduce ... Contestant #, name , name</p>	<p><i>Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or Contestant Number.</i></p>
<p>Your topic is... <i>(read the topic and show the contestant a card that has the topic written on it)</i> <i>(Repeat the Topic.)</i></p>	<p><i>Note: Have your table topic on a piece of card. Read it verbatim for each contestant. And read the Topic twice. (i.e. Read it exactly the same way for all contestants)</i></p>

Contestant #	Name
Contestant 1	
Contestant 2	
Contestant 3	
Contestant 4	
Contestant 5	
Contestant 6	
Contestant 7	
Contestant 8	
Contestant 9	
Contestant 10	

<p><i>(After each Table Topic Contestants speech)</i> Could we please have one minute of silence for the judges to fill out their ballots?</p> <p><i>(After one minute)</i> Thank you</p>	<p><i>(REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where the timing for judges is different.</i></p>
<p><i>(Once all contestants have spoken)</i></p> <p>Could we please have silence until the judges have completed their ballot sheets. And can the Tally Counters collect the Judges Ballot Sheets/envelopes when they are completed.</p> <p><i>(After the silence & the Chief Judge & Tally Counters has left the room)</i></p> <p>Thank you everyone.</p>	<p><i>Watch the Chief Judge who will be aware when all the Judges Ballot Sheets have been collected. Note the Chief Judge will also collect the Timers Sheet</i></p>
<p>Now I'd like the Contestants to please come back to the front (of the stage). <i>(Time to hand out the Participation Certificates & interview the Contestants).</i></p>	<p><i>Full instructions are at end of the Contest Scripts.</i></p>
<p>This concludes the Table Topics Contest. We will announce the results later in the meeting.</p>	

(Note. Some meetings have a supper break; some start the second contest if they are undertaking two contests at a single meeting. Others just let people mix and mingle until the results are delivered back to you as the Contest Chair.

Contestant Interviews

Contest Chair:

At the end of the contest, you must introduce each speaker, and state the club that they represent, or you may wish to have the Contestant provide this information.

If there is time, you may then interview each Contestant. Questions usually relate to an interest or toastmaster fact from their Bio Sheet, which the Contestants should have completed. The order in which you do this is up to the Contest Chair.

<p>Now that the contests are over, let's take some time to meet our contestants.</p> <p><i>Thank the contestant and hand out the participation certificate at this time.</i></p> <p><i>Ask whatever question you wish, for approx. one minute per contestant (depending on time allowed to you as Contest Chair). Refer to the contestant's Biographical Information Sheet.</i></p> <p>REPEAT FOR <u>ALL</u> SPEECH CONTESTANTS</p>	<p><i>You have two options in how you hand out the certificates and undertake the interview:</i></p> <p><i>Option 1. Hand out all the certificates to all contestants then undertake the interviews of all the contestants in no particular order).</i></p> <p><i>Option 2: Hand out the Certificate, one at a time to a contestant and undertake the interview to the contestant to whom you have just handed out a certificate to. Then Hand out the next certificate, etc.,)</i></p>
	<p><i>Some contests have a break or have another contest and announce all contest results at the end of the Programme.</i></p>

Announcing the Results

<p>I'd now like to present the contest results.</p> <p>Before the results are announced, I'd like to say congratulations to all of our contestants for competing!</p>	
<p>There was 1/2/3 disqualification/s due to time. Or There were no time disqualifications.</p>	<p><i>This is where you note if there were any time disqualifications. Do not name them or give times.</i></p>
<p>The 3rd placegetter is: _____</p> <p>The 2nd placegetter is _____</p> <p>The winner of the _____ Contest who will represent us at _____ on (date) _____ is _____</p>	<p><i>Always check you are reading the 3rd placegetter first...and the Winner's name is the last Certificate you hand out.</i></p>

Closing Remarks

Contest Chair:

Note: These are written for a Division Contest, however, can be adapted for Club and Area Contests by minor word changes.

I would like to congratulate all the contestants for “stepping out of their comfort zones” and competing today.	
Special thanks to all the Judges, Contest assistants/officials, and participants without whom this contest would not have been possible.	<i>Don't forget to thank others who have helped with the venue, catering, etc.</i>
Thank you to our Test/Warm-up Speaker today/this evening.	<i>(Often a gift is given to this speaker)</i>
<p><i>Optional:</i></p> <p><i>Finally, thank you very much to the members of _____ club who hosted this contest.</i></p> <p>Contest champions will next compete at the _____ contest on (date) _____ at (location)_____</p>	<p><i>(Note that you should not single out the judges although is considered Okay at club levels.</i></p> <p><i>At Area Contests and higher, it should remain unknown who the judges are)</i></p>
<p>Remember that our District Conference is in (Town) _____ at (venue) _____</p> <p>On (date) _____</p> <p>The District conference includes lots of fun and educational events, including the District-level speech contests where our Division Champions will compete.</p> <p>Thank you all again for coming to our contest!</p>	<p><i>(If appropriate introduce any visiting dignitaries...)</i></p>