

# Speech Contest Scripts

## 2021-2022

This contest guide is specifically designed to create consistency with speech contests in District 72. Those participating in contests beyond the District level, or outside of District 72, should be aware that the process for the handling of logistics may differ.

This guide does not replace the *Speech Contest Rulebook*. In the event that anything in this guide contradicts the *Speech Contest Rulebook*, the rulebook must be followed.

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# Speech Contest Checklist and preparation tips

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## Contest Organiser Preparation

- Determine budget for contest, where required.
- Select place and time for contest
- Determine contest agenda (eg, what contests are to be conducted)
- Arrange supplies and services (eg, contest documentation, lectern, timing lights, stopwatches, pack of cards, etc)
- Select/organise Chief Judge and other officials:  
**(Note all role holders (Contest Officials) must be paid-up members of a Toastmasters club, including any test or warm-up speaker)**
  - Judges (at least five voting judges plus one tiebreaker judge at Club and Area; seven voting judges plus one tiebreaker at Division; nine voting judges and one tiebreaker at District level (at least one 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 (two for Evaluation and Table Topics Contests: one to manage contestants in separate room and one to come and collect next contestant during the one minute's silence).
- Notify contest judges and officials of time and place.
- Determine the contestants and notify them of time and place at least 14 days prior to the contest. Remind contestants to bring any props with them which they may be using. They must be able to be set these up during the one minute's silence between contestants.
- Ensure all contestants are eligible. To check whether they are in good standing from a club in good standing use the Toastmasters Eligibility Checker on the Toastmasters International web site. Check with Club Presidents or VP Eds to ensure members have completed the correct number of CC speeches (6) or L1 and L2 of one Path prior to competing in the International Speech Contest. For the Evaluation, Humorous, Table Topics and Tall Tales contests there are no other eligibility criteria other than to be a member in good standing at a club in good standing.
- Ensure you read through the relevant sections of the Contest Rulebook.

## In addition ...

**Evaluation Contest:** Select a test speaker (note: this can't be someone who is going to stand for office in the next year), not known to contestants, who is a paid-up member of Toastmasters.

**Humorous Contest:** Ensure you have a warm-up speaker or tell some jokes to warm up the audience for the first speaker.

**Table Topics Contest:** Determine a 'topic' which should lead to an opinion or conclusion, it should not too long, must be general in nature and should not require any detailed knowledge. Get the topic checked by someone with no vested interest in the contest. Print topic out on paper to hand to each contestant as you give them the topic verbally.

Publicise contests in the community where possible – you might get visitors/ potential future members.

## Materials/documentation required

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- This speech contest manual and contest scripts
- Speech Contest Rulebook (current version; ie. 2020) – Item 1171
- Certification of Eligibility and Originality (for contestants) – Item 1183
- Speech Contestant Profile sheet – Item 1189
- Evaluation Contestants' 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 (for judges to secure their ballots prior to handing in)
- 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 winners (*ensure engraving is up to date*)

**Note:** The above contest documents are available for download from [www.toastmasters.org](http://www.toastmasters.org), as either hard copies or, in most cases, form-fillable pdfs.

## Contestants' Briefing – carried out by the Contest Chair

- Verify the presence of contestants (*ensure you can pronounce all names correctly*).
- Ask contestants to complete the Speaker's Certification of Eligibility and Originality sheet thus obtaining their speech titles. They only complete the originality section for the International, Humorous or Tall Tales contests.
- Draw for speaking order (*using a pack of cards, numbered marbles, etc*). Each contestant must have a choice, so if there are six contestants, at least seven cards/numbered marbles must be provided.
- Ask contestants to complete the Speech Contestant Profile sheet for use if interviewing contestants at the end of the contest when the participation certificates are handed out. These could be emailed to contestants for completion prior to the contest.

**Note:** contest chairs can ask different questions if they wish; always using those provided on the Speech Contestant Profile sheet can be monotonous.

- Ensure that Evaluation contestants are given as many Evaluation Notes Sheets as they request. There is no limit to the number they can have. They can also use plain white paper, if they prefer (saves on printing costs) but check what they are using during the briefing to ensure there are no notes already written.
- Review latest Speech Contest Rulebook with speakers, and note any changes from previous years. These are clearly marked with a diamond in the LH margin.  
Note: from 2020 onwards, contestants referencing something in another speaker's contest speech will be disqualified.
- Review timing instructions with speakers and timekeepers: one person times, the other controls the lights.
- Acquaint contestants with speaking area and explain where the lectern will be placed before they begin speaking, and that they should move this if they wish, prior to being introduced.
- Inform speakers they may set up any props required during the one minute of silence before their introduction. They may enlist someone's help, but not the Sargeant-at-Arms.
- Provide contestants with the opportunity to test any microphones being used.

### In addition ...

- Brief the Sergeant(s)-at-Arms. For Table Topics you may only need one who returns to the holding room during the applause to collect the next contestant. For the Evaluation Contest two SAAs are needed as one must monitor contestants at all times, in the holding room, and one will need to escort contestants back to the contest room when it is their turn to speak.
- Check all equipment (lights, microphones - where used, etc)

# Judges' Briefing – carried out by the Chief Judge

This briefing consists of two sections:

1. administrative / procedural AND
2. interpreting the judging criteria

## 1. Administrative / procedural

- Have all judges complete the Judge's Certificate of Eligibility and Code of Ethics form and that they understand what they are agreeing to? Ensure that at Club level they are a paid member and that at Area/Division and District levels they have been a paid member for at least six months AND have completed either six speeches from the CC manual or L1 and L2 of one Path, and are physically present.
- Give them each a copy of the Judge's Guide and Ballot for the contest and ensure they sign the lower portion of this – check that this has happened. If they forget and the ballot is not signed, it is void and will not be taken into account when calculating contest winners.
- Remind all judges there are to be **no ties** and they must clearly record a first, second and third placegetter (if three or more contestants).
- Give each judge an envelope (to contain their ballot prior to handing to a tally counter). This is a Toastmasters rule.
- Instruct judges to sit close to the contest area, but spread out and away from contestants and each other. They need to be able to hear contestants in the event of a technical failure.
- Advise judges that they are not to take speech timings into consideration in their judging.
- Ensure the tiebreaker judge knows that they hand their envelope only to the Chief Judge at the end of the contest. They are to remain anonymous and are not required at judges' briefing.
- Remind judges to destroy the top portion of their ballot sheets discreetly, away from the contest venue, after the contest.
- Explain about protests as follows:

Who can protest?	Only voting judges and contestants
On what grounds?	Eligibility and/or originality and/or referencing another speaker's contest speech
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 contestants appeal?	No, this decision is FINAL

## 2. Interpreting judging criteria

Time should be allowed for this part of the briefing to ensure all judges understand the judging criteria for the contest, and how to apply this in their decision making.

- 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, personal feelings about contestants, what they believe contestants deserve or don't deserve etc.

- Explain that the ballot sheet provides criteria which is to be used to rank the contestants. Judges do not evaluate contest speeches.

## **Discussing the judging criteria**

### **Table Topics – what to consider/look out for – questions to ask judges**

- What should be considered when awarding points for speech development?
- If a contestant only partially answers the topic or does not answer the topic, how will you judge them?
- How do you judge a contestant who does not provide any examples or illustrations to support their argument?
- 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)?
- What are you expecting to see from a contestant in terms of their appearance in relation to the content of their table topic?
- What is meant by 'correctness of language' in the judging criteria?
- If a contestant uses a word which **you** find offensive in their speech how might this impact your judging. Should it impact your judging?
- How will you judge a contestant who does not remain within the designated speaking area?

*A reminder that these questions (briefing notes) are not rules, they are provided to assist judges with the interpretation of the judging criteria.*

### **Humorous Speech – what to consider/look out for – questions to ask judges**

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- What should judges be looking for in a 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 but plenty of humour, as opposed to a speech with a strong message but less humour?
- Does a humorous speech need to be technically well structured?
- How would you judge a humorous speech which has a call to action and a conclusion or can you just tell a humorous story without a moral?

### **Evaluation Briefing – what to consider/look out for – questions to ask judges**

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- What is meant by analysis when listening to an evaluation?
- How would you judge an evaluation that consisted of a list of commendations and recommendations?
- Ideally, how many recommendations should an evaluator give?
- How would you judge a contestant with only one comprehensive recommendation?
- What does an effective recommendation include?

- How might you judge a contestant who finishes on a recommendation in both the body and the summary/conclusion?
- How would you judge a contestant who includes new information in their summary?
- How would you judge if the contestant missed the summary/conclusion?

A reminder that these questions (briefing notes) are not rules, they are provided to assist judges with the interpretation of the judging criteria.

### **International Briefing – what to consider/look out for – questions to ask judges**

- What do you feel is required to win an International Speech Contest; a performance, a strong message, a certain type of topic?
- Was the speech's purpose clear to you and did the speaker achieve their purpose?
- Did the speech have a clear opening, body and conclusion with linking comments which ensure the speech flowed?
- What are you expecting from the opening of the speech?
- Did the closing tie back to the opening? ie, if a question was asked, did the question get
- 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 can you determine the audience's response?
- How would you judge an authentic speech/speaker vs someone you feel was trying to 'tick the boxes'?
- Was the speech memorable? Is this important?
- How would you judge a speaker to talk on a topic you personally do not agree with?

A reminder that these questions (briefing notes) are not rules, they are provided to assist judges with the interpretation of the judging criteria.

### **Briefing other contest officials – Chief Judge**

1. Brief the tiebreaker judge on their guide and ballot and ensure they understand they must rank **all** contestants, not just the first, second and third placegetters.
2. Brief tally counters about how to complete the tally sheet – although as Chief Judge you will be assisting them with this process as you are the chief counter.
3. Review timing procedure with Timekeepers and ensure they know that one person operates the timing device and one person operates the lights. Remind them to focus on timing/lights, and not the speech. Explain that, as Chief Judge, they hand the Contest Time Record Sheet to you at the end of the contest.

## At the end of the contest – Chief Judge

### Completion of the Notification of Contest Winners form

This form is completed by the Chief Judge at the end of the contest and is to include the placings of **all** contestants and their contact details.

Once completed, this form should be provided to the Contest Chair at the next level of contest. At District level, the Notification of Contest Winners form for the International Speech Contest is sent to World Headquarters.

### Destruction of ballot papers

It is the Chief Judge's responsibility, or whoever holds the ballots, to destroy these once the results have been announced. Destruction should occur away from the contest venue to ensure confidentiality.

## Announcement of results (please refer to following Contest Scripts)

### At the end of the contest ...

- If there are three or more contestants, the Contest Chair announces placegetters in reverse order, ie, third, second, first (winner).
- In contests with fewer than three contestants (ie, two or one), **you must announce the second placegetter (if applicable) and first place/winner** – this is in the *Contest Rule Book*.

## Incorrect announcement of results

- The contest rules state that the announcement of the winners is final. If, however, results are announced incorrectly the only people who can stand up to protest are the timer (in cases of timing disqualification), and the tally counters or Chief Judge if placegetter names are read out in the wrong order.

## Ending the contest

It is the Contest Chair's responsibility to close the contest by thanking all who helped, ie, Chief Judge and other judges, Timekeepers, Tally Counters, Sergeants-at-Arms, test/warm-up speakers. Remember not to name the judges.

Also, the Contest Chair should make additional announcements regarding the next level of contests and when/where they are being held.

# Contest Scripts

## General introduction for all contests

<p><b>Sgt @ Arms or MC:</b> Call the meeting to order and introduce the Contest Chair</p>	
<p><b>Contest Chair:</b>          Welcome to all Toastmasters and guests to <i>(Location)</i>          .....          For the <i>(Club/Area/Div/Dist)</i> .....          ..... Speech Contest(s)  <i>(type of contest(s))</i></p>	
<p>Now some housekeeping issues:</p> <ul style="list-style-type: none"> <li>a. Give location of bathrooms, etc.</li> <li>b. In the event of an earthquake – drop, cover and hold.</li> <li>c. Anyone with a pager or cell phone should place it on silent alarm or please turn it off.</li> <li>d. No flash photography of the contestants during the contest. There will be photo opportunities later.  (Note if there is an official photographer or videographer).</li> <li>e. 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. If you urgently need to use the bathroom, please wait until the one minute’s silence to leave and do not re-enter the room until the next speaker has finished. Otherwise, no one is permitted to leave the room until all ballots are collected.</li> </ul>	

## Evaluation Contest Script

<p><b>Contest Chair:</b></p> <p>We will now begin the Evaluation Contest. The purpose of the contest as defined by Toastmasters is:</p> <ol style="list-style-type: none"> <li>1. To encourage development of evaluation skills and to recognise the best as encouragement to all.</li> <li>2. To provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training.</li> </ol>	
<p><i>Most Contest Chairs say the following:</i></p> <p>I will now explain the rules for the Evaluation Contest:</p> <p><b>Eligibility</b></p> <ol style="list-style-type: none"> <li>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"> <li>a. Be a paid member of the Club, Area, Division, and District in which he or she is competing and their club must also be in good standing;</li> <li>b. Not presently be an International, District or Area officer, nor be a candidate campaigning for elected positions for the term beginning the upcoming 1 July.</li> </ol> </li> <li>2. Chief Judge, can you please confirm that the judges are qualified, that they have been briefed and are ready to go.</li> </ol> <p><b>Originality</b></p> <ol style="list-style-type: none"> <li>1. Contestants may not use digital or other devices during the contest to gain an unfair advantage. Please had mobile phones electronic devices to the Sgt@Arms</li> <li>2. All contestants shall evaluate the same target speech.</li> <li>3. 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 five minutes to prepare for their valuation using the Evaluation Contest Notes Sheet. They may make notes during the speech also, using the Contest Notes Sheets.</li> </ol>	<p><i>If you are running more than one contest at an event, the Contest Chair can briefly state the following for second and subsequent contests.</i></p> <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 they have been advised of the speaking area.”</i></p> <p><i>This speeds things up considerably!</i></p>

4. After five minutes, the Sgt@Arms will take all notes from Evaluation contestants, except the first contestant.
5. The Evaluation Contest Notes Sheet will be returned to the other contestants as they are introduced to present their
6. evaluation.
7. 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.

**Timing**

1. The time of the evaluation is to be 2-3 minutes. Any speaker speaking less than 1 minute 30 seconds or more than 3 minutes 30 seconds will be disqualified.
2. The timing lights will be activated as follows:  
Green light at TWO minutes  
Yellow light at TWO minutes THIRTY seconds, and  
Red light at THREE minutes.

The red light will stay on until the speaker has finished speaking and no indication will be given if a speaker goes over time.

Timers, can we please test the lights now (*wait and check that the lights are working*)

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

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 voting judges to either the Chief Judge or Contest Chair.

<p><b>Announcement of results</b></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><b>Running the Contest</b></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><i>Before beginning the contest, you could take a few moments to demonstrate when you wish the clapping to occur eg, as you announce the speaker and then when you hand the stage over to them.</i></p> <p><i>Contestant speaking order should be written up on a whiteboard.</i></p>
<p>Now let's proceed with the Evaluation Contest</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 using only 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 whilst contestants are out of the room to interview the Test Speaker.</i></p>

<p><i>After each speaker has finished say:</i></p> <p>We now have one minute of silence for the judges to fill out their ballots. Timekeepers, please let me know when the one minute has passed.</p> <p><i>After one minute say, Thank you</i></p>	<p><i>(REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where unlimited time is given to the judges to complete their ballots</i></p>
<p><b><i>(Once ALL contestants have spoken)</i></b></p> <p>Please may we now have silence until all judges have completed their ballot sheets. Tally counters, please collect the Judges' ballot envelopes when they have finished.</p> <p><i>Wait until the Chief Judge indicates all ballots have been collected and the Chief Judge and Tally Counters have left the room they say:</i></p> <p>Thank you everyone.</p>	<p><i>Watch the Chief Judge who will be aware when all the Judges Ballot envelopes have been collected.</i></p> <p><i>Note the Chief Judge will also collect the Timer's Sheet.</i></p>
<p>I now invite all contestants to please come to the front (of the stage).  <i>(Time to hand out the Participation Certificates and interview the contestants).</i></p>	<p><i>Full instructions are at end of the Contest Scripts.</i></p>
<p>This concludes the Evaluation 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.)*

# Humorous Speech Contest Script

## Contest Chair:

We will now begin the Humorous Speech Contest. I would like to read the purpose of the contest as defined by Toastmasters:

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 humour in speaking.

*Most contest chairs say the following:*

Now to go over the rules for the Humorous Speech Contest:

### **Eligibility**

1. All contestants must be paid member
2. It has been confirmed that all contestants are eligible. To be eligible to compete, a member must:
  - 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 1 July.
3. Chief Judge, can you please confirm that the judges are qualified, that they have been briefed and are ready to go?

### **Originality**

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.
3. Contestants who refer to another contestant's speech may be disqualified.

If short of time or this is not the first contest of the event, you can state:

*"I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible to compete, and have been advised of the speaking area and timing instructions."*

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 when it is their time to speak.

Other than contestants, no one is allowed in or out of the room once the contest has begun until the last speaker has spoken, except in an emergency. If you do need to leave the room, please do so during the one minute of silence between contestants.

### ***Timing***

1. The time of the Humorous Speech is to be five to seven minutes. Any speaker speaking less than four minutes thirty seconds or more than seven minutes thirty seconds will be disqualified.

2. The timing lights will be activated as follows.  
Timekeepers, can you please activate the lights at.

Green Light at	FIVE minutes
Yellow Light at	SIX minutes, and
Red Light at	SEVEN minutes.

The red light will stay on until the speaker has finished speaking and no notice shall be given should a speaker go over time.

Timers can we please test the lights now?

1. Timing starts with the first 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.

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.

<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><i>Before beginning the contest, you could take a few moments to demonstrate when you wish the clapping to occur, eg, when you announce a contestant and then again when you hand over the stage to them.</i></p> <p><i>Contestant speaking order should be written up on a whiteboard.</i></p>
<p>Now let's proceed with the Humorous Speech Contest <i>(Introduce the Warm-up Speaker)</i></p> <p>Warn-up Speaker's Name .....</p> <p>Speech Title .....</p> <p>Repeat Speech Title    then    Repeat Warm-up Speaker's Name</p> <p><i>Upon conclusion of the warm-up speech say</i></p> <p>At this time, I will ask the Sergeant at Arms to escort those contestants who do not wish to remain in the room to a breakout room until it is their turn to speak.</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. Your audience or judges may have had a bad day and the scene need to be set first. Options are either have a warm-up speaker or tell jokes</i></p>

<p><i>Introduce the first contestant (and subsequent contestants) by saying:</i></p> <p>I would now like to introduce the next contestant  <b><i>Their name their speech title their speech title Their name</i></b></p> <p>Next speaker (Name etc ..... )  Next speaker (Name etc ..... )</p>	
<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><b><i>(Once all contestants have spoken)</i></b></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 and the Chief Judge and Tally Counters has left the room, say:</i>  Thank you everyone.</p>	<p><i>Watch the Chief Judge who will be aware when all the Judges Ballot Sheets / envelopes have been collected.</i></p> <p><i>Note: the Chief Judge will also collect the Timer's Sheet.</i></p>
<p>I now invite all contestants to please come to the front (of the stage).  <i>(Time to hand out the Participation Certificates and interview the contestants).</i></p>	<p><i>Full instructions are at end of the Contest Scripts.</i></p>
<p>This concludes the Humorous Speech Contest. We will announce the results later in the meeting.</p>	

*(Note. Some Club/Area meetings have a supper break or start the second contest if they are undertaking two contests at a single meeting. Otherwise people mix and mingle until the results are*

# International Speech Contest Script

<p><b>Contest Chair:</b></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"><li>1. To provide an opportunity for speakers to improve their speaking abilities and to recognise the best as encouragement to all</li><li>2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their toastmasters training.</li></ol>	
<p><i>Most contest chairs say the following:</i></p> <p>I will now go over the rules for the International Speech Contest:</p> <p><b>Eligibility</b></p> <ol style="list-style-type: none"><li>1. All contestants must be paid members.</li><li>2. It has been confirmed that all contestants are eligible. To be eligible to compete, a member must:<ol style="list-style-type: none"><li>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,</li><li>b. Not presently be an International, District or Area officer, nor be a candidate campaigning for elected positions for the term beginning the upcoming 1 July.</li><li>c. Have completed six speech projects from the Competent Communication manual, or Levels One and Two of one Path, or be a member of a club that chartered within this Toastmaster's year.</li></ol></li><li>3. Chief Judge, can you please confirm that the judges are qualified, that they have been briefed and are ready to go.</li></ol>	<p><i>If short of time, you can state:</i></p> <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".</i></p>

<p><b>Originality</b></p> <ol style="list-style-type: none"> <li>1. Contestants must create their own speeches, and each must be substantially original, any quoted material must be identified.</li> <li>2. Contestants who refer to another contestant's speech may be disqualified.</li> </ol>	
<p>Speakers may stay in the room. Should they choose to leave the room during the contest, the Sgt@Arms will escort them out and then back into the room once it is their time to speak.</p> <p>Other than contestants, no one be allowed in or out of the room once the contest has begun until the last speaker has spoken except in an emergency. If you do need to leave the room, please do so during the one minute of silence between contestants.</p>	
<p><b>Timing</b></p> <ol style="list-style-type: none"> <li>1. The time of the International Speech is to be five to seven minutes. Any speaker speaking less than four minutes thirty seconds, or more than seven minutes thirty seconds will be disqualified.</li> <li>2. The timing lights will be activated as follows. Timekeepers, can you please activate the lights at: <ul style="list-style-type: none"> <li>Green Light at                      FIVE minutes</li> <li>Yellow Light at                      SIX minutes, and</li> <li>Red Light at                              SEVEN minutes</li> </ul> <p>The red light will stay on until the speaker has finished speaking and no notice shall be given if a speaker goes over time.</p> <p>Timers can we please test the lights now.</p> </li> </ol>	
<ol style="list-style-type: none"> <li>1. Timing starts with the first word uttered or when the speaker uses any form of communication to the audience.</li> <li>2. There will be one minute of silence between speakers so the judges may complete their ballot sheets.</li> <li>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.</li> </ol>	<p><i>You can demonstrate the way you wish clapping to occur, as an example if you wish, eg, as you read out a contestant's name and again, as you hand the stage over to them.</i></p>

<p>Judges have been instructed <b>not</b> 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><b>Protests</b></p> <p>Protests may be entered only by the contestants or judges to either the Chief Judge or Contest Chair.</p> <p><b>Announcement of results</b></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><i>Before beginning the contest, you could take a few moments to demonstrate when you wish the clapping to occur.</i></p> <p><i>Contestant speaking order should be written up on a whiteboard.</i></p>
<p><i>After each speech say:</i></p> <p>There will now be one minute of silence for the judges to fill out their ballots. Timers, please let me know when one minute has elapsed.</p> <p><i>After one minute say:</i></p> <p>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><b>Once all contestants have spoken:</b></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 and the Chief Judge and Tally Counters have left the room, say:</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.</i></p> <p><i>Note the Chief Judge will also collect the Timer's Sheet.</i></p>
<p>I now invite all contestants to please come to the front (of the stage).  <i>(Time to hand out the Participation Certificates and 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.*

## Table Topics Speech Contest Script

<p><b>Contest Chair:</b></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"> <li>1. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.</li> <li>2. To encourage development of impromptu and/or extemporaneous speaking skills and to recognise the best as encouragement to all.</li> </ol>	
<p><i>Most contest chairs say the following:</i></p> <p>I will now go over the rules for the Table Topics Contest:</p> <p><b>Eligibility</b></p> <ol style="list-style-type: none"> <li>1. All contestants must be paid members</li> <li>2. It has been confirmed that all contestants are eligible. To be eligible to compete, a member must:             <ol style="list-style-type: none"> <li>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,</li> <li>b. Not presently be an International, District or Area officer, nor be a candidate campaigning for elected positions for the term beginning the upcoming 1 July.</li> </ol> </li> <li>3. Chief Judge, can you please confirm that the judges are qualified, that they have been briefed and are ready to go?</li> </ol>	<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><b>Originality</b></p> <ol style="list-style-type: none"> <li>1. Contestants must create their own speeches, and each must be substantially original, any quoted material must be identified.</li> <li>2. All contestants shall receive the same topic, which shall be of a general nature.</li> <li>3. The topic shall be of reasonable length, shall not require a detailed knowledge and should lead to an opinion or conclusion</li> <li>4. Contestants may not use digital or other devices during the contest to gain an unfair advantage.</li> </ol>	

<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 contestants, no one be allowed in or out of the room once the contest has begun until the last speaker has spoken except in an emergency. If you do need to leave the room, please do so during the one minute of silence between contestants.</p>							
<p><b>Timing</b></p> <ol style="list-style-type: none"> <li>The time of the Table Topics Speech is to be one to two minutes. Any speaker speaking less than one minute or more than two minutes thirty seconds will be disqualified.</li> <li>The timing lights will be activated as follows. Timekeepers, can you please activate the lights at: <table data-bbox="287 940 1117 1075" style="margin-left: 40px;"> <tr> <td>Green Light at</td> <td>ONE minute</td> </tr> <tr> <td>Yellow Light at</td> <td>ONE minute THIRTY, and</td> </tr> <tr> <td>Red Light at</td> <td>TWO minutes</td> </tr> </table> </li> <li>The red light will stay on until the speaker has finished speaking and no notice shall be given should a speaker go over time.</li> </ol> <p>Timers can we please test the lights now?</p>	Green Light at	ONE minute	Yellow Light at	ONE minute THIRTY, and	Red Light at	TWO minutes	
Green Light at	ONE minute						
Yellow Light at	ONE minute THIRTY, and						
Red Light at	TWO minutes						
<ol style="list-style-type: none"> <li>Timing starts/begins with the first word uttered or when the speaker uses any form of communication to the audience.</li> <li>There will be one minute of silence between speakers so the judges may complete their ballot sheets.</li> <li>At the end of the contest, all are to remain silent until the Tally Counters have collected the Judges Ballot Sheets / envelopes.</li> </ol> <p>Judges have been instructed <b>not</b> 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>							

**Protests**

Protests may be entered only by the contestants or voting 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.

<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><i>You can demonstrate the way you wish clapping to occur, if you wish, for example when you call up the speaker and they come to the stage and again, after you have introduced them formally before they speak.</i></p> <p><i>Contestant speaker order should be written up on a whiteboard.</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) As each contestant comes up to the stage announce them with:</p> <p><b>Their name / the table topic / the table topic / their name</b></p> <p><i>Ensure you show each contestant the topic {printed clearly and in a large font) on a piece of card/paper.</i></p>	<p><i>Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or contestant number.</i></p> <p><i>Note: The table topic should be printed on a piece of paper or card. Read it verbatim for each contestant. And read the topic twice <b>exactly the same way for all contestants.</b></i></p>

<p><i>Introduce the first contestant (and subsequent contestants) by saying:</i>  I would now like to introduce the next contestant  <b><i>Their name table topic table topic their name</i></b></p> <p>Next speaker (Name etc ..... )  Next speaker (Name etc ..... )</p>	
<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?    <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><b><i>(Once all contestants have spoken)</i></b>  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.    <i>(After the silence and the Chief Judge and 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. Note the Chief Judge will also collect the Timer's Sheet.</i></p>
<p>I now invite all contestants to please come to the front (of the stage).  <i>(Time to hand out the Participation Certificates and interview the contestants).</i>    This concludes the Table Topics Contest. We will announce the results later in the meeting.</p>	<p><i>Full instructions are at end of the Contest Scripts.</i></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.)*

## Contestant interviews – run by Contest Chair

*At the end of the contest (Area and beyond), you must introduce each speaker, and state the club that they represent, or you may wish to have each 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 Speech Contestant Profile Sheet, which contestants should have completed prior to the contest. The order in which you do this is up to the Contest Chair.*

### Interview Script

<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 approximately one minute per contestant (depending on time allowed to you as Contest Chair).</i></p> <p><i>Refer to the Speech Contestant Profile Sheet (or make up your own questions)</i></p> <p><b>Repeat for <u>ALL</u> speech contestants</b></p>	<p><i>You have two options in how you hand out the certificates and undertake the interview:</i></p> <p><b>Option 1</b> <i>Hand out all the certificates to all contestants then undertake the interviews of all the contestants in no particular order.</i></p> <p><b>Option 2</b> <i>Hand out the certificates, one at a time, to each contestant and undertake the interview with the contestant to whom you have just handed out a certificate. Continue to hand out certificates and interview in this way.</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 – all contests

<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. <b>Do not name people or give times.</b></i></p>

<p>The 3<sup>rd</sup> placegetter is: .....</p> <p>The 2<sup>nd</sup> placegetter is: .....</p>	<p><i>Always check you are reading the 3<sup>rd</sup> placegetter first ... and the Winner's name is the last certificate you hand out.</i></p>
<p>The winner of the ..... Contest who will represent us at ..... on (date) ..... is .....</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.*

<p>I would like to congratulate all the contestants for competing today. They have taken up a big challenge and all have performed exceptionally well.</p>	
<p>Special thanks must go to all the Judges, contest assistants/officials, and participants without whom this contest would not have been possible.</p>	<p><i>Don't forget to thank others who have helped with the venue, catering, etc.</i></p>
<p>Thank you to our Test/Warm-up Speaker today/this evening.</p>	<p><i>(Often a gift is given to this speaker)</i></p>
<p><i>Optional:</i></p> <p><i>Finally, thank you very much to the members of XXXX club who hosted this contest.</i></p> <p>Our contest winners will represent us at .....</p> <p>on (date) .....</p> <p>is .....</p>	<p><i>(Note that judges should remain anonymous, even at the end of the contest.)</i></p>
<p>Remember that our District Conference is in</p> <p>(Town) .....</p> <p>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 thank any visiting dignitaries for attending.)</i></p>