

# International Contest Chair's Script

## Resources for Contest Chair

International Contest Kit <https://www.toastmasters.org/resources/international-speech-contest-kit>

Rule Book - <https://www.toastmasters.org/resources/2023-2024-speech-contest-rulebook>

## **Recommended Instructions:**

It is recommended to read all instructions along with the full script prior to the Contest (ie, as soon as you are appointed to your Contest Chair Role). This script is a general guide so it is in editable format, so that you can amend it to suit your own personal style and language. Modify the flow of the script as appropriate, as it is tailored for all contest levels. Since some contestants are in more than one (1) contests, it is important that contestant interviews take place only after the last speech contest of the event by that contestant.

**IMPORTANT:** Email all Contestants at least two (2) weeks prior to the contest date; with all details regarding the venue, time and date of the contest; along with the Speakers Eligibility form, Speakers Profile Sheet (1189), and a copy of the Contest Rule book.

Refer to Page 22-23 of the 2023/24 Contest Rulebook for the Contest Chair Checklist and Briefing notes.

Chair the Contestants Briefing and ensure you obtain the speaking order along with asking contestants how to pronounce their name. There is space provided within the text of this script to write in the speaking order and notes on pronunciation. Make sure contestants are not wearing name badges or designation pins (ie. DTM pin).

*If you have a Hybrid Contest, you will need adjust the below script to allow for Online Contestants add the following into the below script:*

- *Can the Tech people please move the Online Contestants to a Breakout room if they desire to do so..*
- *Contestant Name: Can you see the timing lights, then....Can you please test your microphone*

**At the International Speech Contest, it is doubly important that you double check and verify each contestants Eligibility. Ie. That they have completed Level 1 & 2 of a single Pathway.**

Give the Event MC any relevant information (if/as required) for your introduction as Contest Chair. Some examples are your club name, how long you have been a Toastmaster, and your Toastmaster education level and/or officer role, and maybe something humorous or exciting about yourself.

## Brief the Sergeant at Arms

Contestants have the option to leave the Main Room at the beginning of the contest and only enter when they compete

Area	Script Wording
<b>Welcome &amp; Housekeeping</b>	<ul style="list-style-type: none"><li>▪ Welcome to all Toastmasters and guests International Contest for Club, Area, Division or District level. <i>Delete which does not apply.</i></li><li>▪ The following are the housekeeping rules for this contest<ul style="list-style-type: none"><li>~ As a courtesy to our contestants please ensure your mobile phone is either switched off or to silent mode</li><li>~ 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 when anyone is speaking. You are only permitted to leave the room within the 1 minute of silence</li><li>~ No photography is permitted, until you are invited to do so at the end of the contest.</li></ul></li></ul>
<b>Speaking Order</b>	<p>The order of the contestants was randomly selected prior to the start of the contest and is as follows. <i>Remember say the Speakers full name &amp; spell different names</i></p> <p>First Speaker: _____</p> <p>Second Speaker: _____</p> <p>Third Speaker: _____</p> <p>Fourth Speaker: _____</p> <p>Fifth Speaker: _____</p> <p>Sixth Speaker: _____</p> <p>Seventh Speaker: _____</p> <p>Eight Speaker: _____</p> <p><i>(advise your audience to also refer to the agenda for correct Spelling. It is advisable if possible to have a powerpoint slide with the list of Contestants in speaking order shown, which also has corrects spelling). (for Area, Division or District Contests, please ensure that no reference is ever made regarding the members Club, Area or Division they represent)</i></p>
<b>Briefings confirmed</b>	<p>All contestants have been briefed on the rules of the contest and I can confirm that all contestants are eligible.</p> <p>Can the Chief Judge please confirm that all the judges have been briefed.</p> <p>There will be one minute of silence between speakers so the judges may complete their ballot sheets. At the end of the contest there will be unlimited silence until the Chief Judge and Tally Counters have left the room.</p>



<b>Start Contest</b>	<p>“We will now begin the International Speech Contest. I will read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> <li>To provide an opportunity for speakers to improve their speaking abilities and to recognise the best as encouragement to all</li> <li>To provide an opportunity to learn by observing the more proficient speakers who have benefited from their toastmasters training.</li> </ol>
<b>Contestant Introduction</b>	<p>Now I will introduce  Contestant # <i>(number is always used – NEVER say First contestant or Last contestant, etc)</i></p> <p><i>(Lead Clapping as they come on to the stage)</i></p> <p>Contestant name, Speech Title, Speech Title Contestant name.</p> <ol style="list-style-type: none"> <li>_____ Title: _____</li> <li>_____ Title: _____</li> <li>_____ Title: _____</li> <li>_____ Title: _____</li> <li>_____ Title: _____</li> <li>_____ Title: _____</li> <li>_____ Title: _____</li> <li>_____ Title: _____</li> </ol> <p><i>After each Speech contestant</i>  One minute silence.</p> <p><i>After one minute</i>  Thank you. Now I will introduce contestant # <i>(same order as previously)</i>.</p>
<b>End of contest</b>	<p><i>Once all contestants have spoken</i></p> <p>Could we please have silence until the judges have completed their ballot sheets, and the Chief Judge and Tally Counters have left the room. A reminder to Judges, please ensure your ballot is valid by completing you name on the Ballot.</p> <p><i>(remain silent until the chief judge and tally counters have left the room. This could take 3-7 minutes, depending on the number of judges and how large your audience is)</i></p> <p>Thank you for your silence.</p>

<p><b>Interview Contestants</b></p>	<p>Could I invite all our International Speech Contestants to come forward for interview questions?</p> <p>This a great opportunity to get to know our contestants better, and this is where Photos can be permitted, either with each contestant or at the end for all Contestants.</p> <p><i>Check with your Contest organiser (prior to the contest) how long you have for this segment of the Contest, as it could be a max of 1 minute or 2 minutes per contestant.</i></p> <p>i.e. Timing will be 1 to 2 minutes. (green 1, amber 1.30, red 2 mins).</p> <p><i>Present the Participation Certificate to the contestant which has been prefilled.</i></p> <p>Which Club / Area / Division do you represent?  <i>Now refer to Speech Contestant Profile sheet for questions to ask.</i></p> <p><i>All contestants must be given the same equal time for interview questions regardless of when the results maybe received.</i></p> <p><i>If there is another contest to be held – adjourn this contest and the contest chair for the next contest to start proceedings for that contest.</i></p>
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