# District 96: Online Speech Contest

# Contest Chair Script

# (ONLINE FORMAT)

## About this script:

Taking on the Contest Chair role of Speech Contests is both challenging and exhilarating – even for experienced contest chairs! Knowing what to say at each stage of the contest is important for ensuring a fun, fair and well-run contest.

Why put all this effort into a contest? Because everyone gains! You become even better at managing and motivating a team and organizing and delivering an event with lots of moving parts. The contestants gain valuable – and long lasting – knowledge and experience crafting and delivering their speeches and seeing how they do relative to the other contestants. Audience members enjoy the experience of listening to inspirational and humorous speeches and may decide to enter future competitions.

This Speech Contest Script is intended to help the Contest Chair at Club and Area level contests (where there is sometimes little or no experience in producing and delivering fair and well-run contests).

Division and District Contest Chairs may also find this script valuable.

## Note:

This script is **NOT** a replacement for the TI Speech Contest Rule Book.

The Speech Contest Rule Book should be your **primary** reference guide.

### Contest Chair Agenda Planning:

Note: To calculate the amount of time this portion of the Online Speech contest will take – allow **about 9 minutes for each contestant** (30 sec to introduce contestant + 7 min 30 sec for each contest speech + 1 min judges).

### Prior to contest starting the Contest Chair must brief contestants:

1. Ensure all contestants have filled in and signed the Speaker's Certification of Eligibility and Originality and Contestant Profile forms.
2. Ensure Contestant Profile forms have been given to the Contestant Interviewer.
3. Contest Chair briefs contestants and ensures that the Sergeant at Arms is aware of any contestant speech setup needs
4. Ensure all contestants can see the timing lights from the speaking area.
5. See ‘Contest Chair – Contest Checklist' in the Toastmasters International Speech Contest Rule Book.

### Prior to contest starting the Chief Judge must brief Contest Officials (Judges, Timers and Ballot Counters):

1. See ‘Chief Judge – Contest Checklist' in the Toastmasters International Speech Contest Rule Book.
2. Ensure you have collected all of the Judges’ Certification of Eligibility and Code of Ethics completed forms.

### Prior to contest starting, Zoom Master must ensure the following:

1. Please make Sergeant at Arms, Contest Chair and Chief Judge Zoom co-hosts.
2. Please turn off Zoom ‘doorbell’, if not already.
3. Prepare SAA/Speech Contestant and Chief Judge/Ballot Counters breakout rooms.
4. Ensure that Timers have virtual timing backgrounds ready and are working with backup non-virtual timing cards ready in case of technical issues.
5. Once the contests have started, please enable Waiting Room and disable Zoom chat for everyone (except for co-hosts).

## Starting the Contest

| Event: | Role: | Script: | Note: |
| --- | --- | --- | --- |
| 5-minutes until start time | SAA | *We are 5-minutes until the start of our contest, if I could please ask everyone to take their seats. Thank you.* |  |
| Start Time:  Welcome and Land Acknowledgement | SAA | *Welcome everyone! Thank you for being here this morning for our Club/Division# Area ## Online Speech Contest!*  ***Territorial Land Acknowledgement***  Before we begin, I would like to acknowledge that we are gathered here today on the traditional, ancestral and unceded territory of our Coast Salish peoples. This includes the Musqueam (Muss Kwee Um), Squamish (Skwah Mish) and Tsleil-Waututh (Slay Wah Tooth) nations. I would like to ask that we all take a moment and be reminded of the privilege that comes with being able to live, work and play on this traditional land.  You will find today’s contest agenda in the chat.  *And now to pass it over to our Contest Chair!* | *Dignitaries will be acknowledged at the end of the contest(s).* |
| Event: | Role: | Script: | Note: |
| Start Contest | Contest Chair | *We will now begin the Online Speech contest. The contest will consist of a series of timed 5 - 7 minute speeches (International & Humorous and 3-5 minutes for Tall Tales) that will be judged by a panel of judges.*  *All contestants and judges participating in this contest are eligible for their roles as per the Toastmasters International Speech Contest Rule Book.*  *Each contestant has certified that they prepared their own speech, on a topic of their own choosing and used content that is substantially original.*  *Contestants and judges are the only ones who may lodge a protest over eligibility or speech content. There is a protocol in place to deal with protests if they arise. Protests will be resolved before the announcement of winners. Once the winners are announced the results are final.*  *The winner will represent {Club Name, Area Name, Division Name} on MONTH/DAY/YEAR at the {Area, Division, District} contest to be held at {CONTEST LOCATION}.*  *These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete.*  *The following announcements are made in the interest of having a distraction-free environment for our contestants:*   1. *Avoid using the chat feature today’s contest events.* 2. *Keep your microphones muted throughout the contest.* 3. *Be aware that absolutely no photography or recording of the contestants is allowed during the contests.* 4. *For emergencies or technical assistance, please private message our Sergeant at Arms – OR - our Zoom Master.* 5. *Once the contests have begun, members of the audience are asked to refrain from leaving and/or re-entering the Zoom room.* 6. *If you must leave, please do so during the times of silence between contestant speeches.* 7. *The Sergeant at Arms and Zoom Master will not allow anyone to enter the room during a contestant’s speech.* 8. *In the event of any technical difficulties, our Contest Chair and our Chief Judge or myself, will stop the contest, fix the technical issue, and allow 30-seconds extra overtime to the speaker once they resume their speech.* 9. *If you prefer, you can change your view to ‘gallery’ view.* 10. *We do ask that you refrain from moving the speaker positions on Zoom and refrain from using the ‘raise hand’ feature.*   *Once again, if you have any questions about any of the above, please private message our Sergeant at Arms – OR - our Zoom Master.*  *All Online Speech contestants may remain in the room during the contest.*  ***Per the Speech Contest Rulebook for 2024-2025 (Page 22, Item 6A):***  *By attending this online Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated online hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your online attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.* |  |
| Event: | Role: | Script: | Note: |
| Contest Chair to ask Chief Judge | Contest  Chair | *Chief Judge, have the Contest Judges, Timers and Ballot Counters been briefed and are we ready to proceed with the contest?* | Wait for an affirmative reply from the Chief Judge. |
|  | Contest Chair | *As contest chair I have briefed all the contestants regarding minimum and maximum time limits and stage area.*  *In order to allow the judges time to mark their ballots, we will have one minute of silence after each contestant’s speech, and we will have two minutes of silence after the last contestant’s speech until all the ballots have been collected.* |  |
| Contest Chair to ask Timer #1 | Contest Chair | *Timer, will you signal me when one minute has elapsed between contestant speeches?* | Wait for an affirmative reply from the Timer. |
|  | Contest Chair | *Each contestant will be introduced only by* ***their name, and the title of their speech****. I will* ***then repeat the title of the speech and the contestant’s name****.* |  |
| Announcing Speaking Order for Contest | Contest Chair | The speaking order for the contest was determined earlier by having our contestants draw for position. The speaking order for the contest will be:  1. Contestant Name:  2. Contestant Name:  3. Contestant Name:  4. Contestant Name:  5. Contestant Name:  6. Contestant Name:  7. Contestant Name:  8. Contestant Name: |  |
|  | Contest  Chair | *Are there any questions? If not, we will now proceed with the speeches.* |  |
| Event: | Role: | Script: | Note: |
| First Contestant to be Introduced | Contest Chair | *I will now call upon our Contestant No.\_\_*   * *Can you see the Timer?* * *Have you pinned the Timer?* * *Can you see us?* * *Can you hear us?*   *If not, we will now proceed. Please help me welcome to the stage…*  1. Contestant Name/Title/Tile/Contestant Name:  2. Contestant Name/Title/Tile/Contestant Name:    3. Contestant Name/Title/Tile/Contestant Name:  4. Contestant Name/Title/Tile/Contestant Name:  5. Contestant Name/Title/Tile/Contestant Name:  6. Contestant Name/Title/Tile/Contestant Name:  7. Contestant Name/Title/Tile/Contestant Name:  8. Contestant Name/Title/Tile/Contestant Name: | Wait for an affirmative reply from the Contestant. ***Repeat this for each contestant.***  Contest Chair to lead applause before and after each speech.  Provide one minute of silence between speeches. |
| After each speech is delivered | Contest Chair | *Timer, I will ask that you start timing for 1-minute to allow our Judges to cast their ballots and please signal us when time is over. Everyone please remain silent during this time.* |  |
| After the last speech has been delivered | Contest  Chair | *May we please have silence until all the ballots have been collected?*  *Timer, I will ask that you start timing for 1-minute to allow our Judges to cast their ballots and please signal us when time is over.*  *Zoom Master, please also move our Judges now into a breakout room to cast their ballots and also begin to move our Chief Judge and Ballot Counters into their own breakout room to begin counting ballots and finalizing results.* |  |

## Note: At this time the Ballot Counters and the Chief Judge will collect the envelopes containing the completed ballots.

## After all the envelopes have been collected and the Chief Judge and Ballot Counters have left the room the Contest Chair can introduce the Contestant Interviewer.

## Contestant Interviews

| Event: | Role: | Script: | Note: |
| --- | --- | --- | --- |
| Introduce Contestant Interviewer | Contest Chair | *While we are waiting for our ballot counters and Chief Judge to finalize the results, I would now like to pass things over to our Contest Interviewer who will take a moment and interview our Online Speech Contestants* |  |
| Contestant Interviews | Contestant Interviewer | Contestant Interviewer interviews each contestant (**equal time for each contestant, generally 1 minute per contestant**) – using materials from the ‘Contestants Profile’ - and presents each contestant with their ‘Certificate of Participation’. | |

**Note:** While a protest is very rare - this is the most likely time for it to be lodged. It must be dealt with immediately. Protest can only be based on eligibility, originality and reference to another contestant or another contestant’s speech must be lodged with the Chief Judge and our Contest Chair prior to the contest being adjourned. The Chief Judge, Contest Chair, voting judges, and contestants must not consider protests from audience members. (See the section titled 'Protests and Disqualifications' in the Toastmasters International Speech Contest Rule Book.

During the contestant interviews, the Chief Judge and Ballot Counters will be processing the judges’ ballots and tabulating the results. When this is completed, the Chief Judge will return and provide the Contest Chair with the Results Form and the completed 3rd, 2nd and 1st place certificates. The Results Form will indicate if there were any disqualifications based on time.

## Announce Contest Results and Present Certificates

| Event: | Role: | Script: | Note: |
| --- | --- | --- | --- |
|  | Contest Chair | Invite the highest-level dignitary in the room to help present the awards. | |
| Announce  Disqualifications | Contest Chair | *The results are in.*  *There were no {or one, two, etc.} disqualifications.* | As per the rule book, we don’t announce the names for disqualifications. |
| Announce Results | Contest Chair/Dignitaries | *As mentioned earlier, the winners for today’s Online Speech will represent {Club Name, Area Name, Division Name} on MONTH/DAY/YEAR at the {Area, Division, District} contest to be held at {CONTEST LOCATION}.*  **In contests with three (3) or more participants**, a third-place winner, a second-place winner, and a first-place winner will be announced. Winners will be announced in reverse order.  **In contests with fewer than three (3) participants**, a second-place winner (if applicable) and a first-place winner will be announced. Winners will be announced in reverse order.  *And the winners are:*  *- 3rd place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *- 2nd place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *- 1st place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  After the winners have been announced, the Chief Judge will destroy off-site all ballots, the time record, and the tally sheet. | |
| Business Announcements | Contest Chair | *Before we conclude this contest, are there any announcements?* | |
| Closing Remarks | Contest Chair | *Thank the Chief Judge, Timers, Ballot Counters and Anonymous Judges for their contributions to making this a fair and well-organized contest.* | |
| Adjourn Contest | Contest Chair | *This now concludes our Club/Area/Division/District Online Speech Contest!* | |

## Contest Wrap-Up Paperwork

Ensure that the Chief Judge has completed the Notification of Contest Winners form and without delay, send it to the next contest level...

* Club Contest > send to Area Director
* Area Contest > send to Division Director
* Division Contest > send to District 96 Chief Judge (**Carole Murphy, DTM –** [mjcarol@telus.net](mailto:mjcarol@telus.net))