

Contest Chair Script

(Table Topics Contest / International Speech Contest)

Note to Contest Team: This script cannot replace adequate contest preparation. It is provided to support the contest chairs with a sample flow-of-events for the Spring 2014 contests. Clubs/Areas/Divisions should appoint two officials for each contest. One is the Contest Chair, who will serve as the contestant support and Emcee for the contest. The other is the Chief Judge who works with the Contest Chair to recruit Judges/Timers/Counters (judging team) according to the official rules in the current Rulebook. Contest planners must become closely familiar with the rules and roles. The Contest Kit can be ordered in hardcopy from WHQ or downloaded for free at <http://www.toastmasters.org/1169DCD>. The Contest Chair should provide rulebooks, bios and eligibility forms to all contestants well before the contest. Forms should be filled out prior to the contest. At the contest, the Contest Chair will conduct all briefing of contestants. The Chief Judge equips the judging team(s) with rulebooks, forms and equipment and conducts all training and briefing of the judging team.

Spring 2014: District 31 has two contests planned, Table Topics and International. Integrating the two contests has been found to save time compared to having separate contests end to end. But how your contest is structured is up to the contest team. This script can and should be adjusted to accommodate the needs of your specific contest. Per the Rulebook, all decisions of the Contest Team are final. However, all aspects of the contest are subject to the 2014 Speech Contest Rulebook which is protocol and applies to Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions shall not be permitted. Local variations could disqualify contestant(s) from a later rounds.

Contestants, Judges and Fellow Toastmasters. I am _____
and will serve as the Contest Chair. Welcome to the Spring 2014
Speech Contests for _____ Club, Area, Division .

Today's contests will include both the Table Topics Contest and the International Speech Contest in that order. The 1st place winner of each contest will represent us at the _____ Next Level contest and move one step closer to the District 31 Contests. The next contest round is planned for _____ Time on _____ Date. Contest details sometimes change. Check for updates on the District 31 Website Calendar. If our first place winner is unable to attend, the second place winner will compete at the next level.

All Toastmasters Contests have certain requirements for participation. All contestants have been briefed and have been confirmed to meet those requirements.

It takes a lot of work to prepare for a contest. It is our task to provide a fair contest for all speakers. Our judges have been briefed by the chief judge. All contestants and officials have had an opportunity to review the official rules. The speakers have prepared and worked hard to be here today. They deserve our respect and consideration. In the spirit of this:

- Turn off all electronic devices that may produce an audible sound (pagers, cell phones, watches). Anything that has a potential of making sound must be turned off or leave the room.
- Please do not take any photos during the contest - not even during the moment of silence. (photos are allowed during interviews and while winners are announced)
- Audio or video recording is not permitted without specific prior written agreements with the contestants.
- Please keep the aisles clear of obstructions.
- No one will be allowed to enter or exit the room during the speeches. Door will be opened only during the one minute of silence.

To prepare for each speech, I will announce the contestant's name, title of speech, title of speech and the contestant's name. No other introductions or comments will be made while introducing the contestants.

At the conclusion of each speech, there will be one minute of silence. During this minute the judges will mark their ballots and contestants will set up or remove their props. Please honor this silence in respect for the contest requirements.

After the last one-minute-of-silence for each contest, we will offer another minute for the judges to total up their scores and fill out

the ballot form. The judges will use a separate form for the two contests. The forms will be picked up at the conclusion of the second contest. I will ask you, the audience, to remain seated and quiet during this time. Once all the ballots have been collected, the Chief Judge and counters will leave the room to tally them up. If any judge needs more time to total up their ballots, please follow the Chief Judge and leave the room. While they are out, I'll interview the contestants so the audience can learn about them.

We are now ready for the Table Topic Contest. Table Topics speeches shorter than 1 minute or longer than two minutes and 30 seconds will be disqualified. Timing devices (cards) will be used by the timers to communicate with the speaker. The cards will be in clear view of the speaker, but not obvious to the audience.

- The green card will be shown at 1 minute and remain up for 30 seconds.
- The yellow card will be shown at 1 minute, 30 seconds and remain up for 30 seconds.
- The red card will be shown at two minutes and remain up until the speech is concluded. No further warning will be made to indicate the overtime period.

Table Topics contestants will be announced one at a time for their topic response. No contestant has seen the question prior to their own introduction. Contestants other than the first will remain in a separate room until announced.

Judges, the speaking order has been determined as follows:

- #1 _____
- #2 _____
- #3 _____
- #4 _____
- #5 _____
- #6 _____

Are the timers ready? Chief Judge, are the judges ready?

OK. Let the contest begin.

(Use Speakers Sheet on following page)

SPEAKERS SHEET - TABLE TOPICS CONTEST

SPEAKER #1

(Name)

(Title)

REPEAT: Title... Name

SPEAKER #2

(Name)

(Title)

REPEAT: Title... Name

SPEAKER #3

(Name)

(Title)

REPEAT: Title... Name

SPEAKER #4

(Name)

(Title)

REPEAT: Title... Name

SPEAKER #5

(Name)

(Title)

REPEAT: Title... Name

After each speaker, ask the timer team to give you one minute. Remind the audience to be quiet during the one minute of silence. After the last speaker, ask the timer team to give you two minutes. Remind the audience to be quiet and ask the judges to fill out their ballot forms. Remind judges to sign their ballot(s).

Allow a reasonable time for the judges to fill out their ballot. If more time is needed by one or more of the judges and there are backup judges standing by, then the Chief Judge may assign a backup judge to take over, allowing the first judge to continue working as the second contest proceeds.

We are now ready for the International Speech Contest. All International speeches are from five to seven minutes. Speeches shorter than 4 minutes and 30 seconds or longer than seven minutes and 30 seconds will be disqualified. Timing devices will be used by the timers to communicate with the speaker.

- The green card will be shown at five minutes and remain up for one minute.
- The yellow card will be shown at six minutes and remain up for one minute.
- The red card will be shown at seven minutes and remain up until the speech is concluded. No further warning will be made to indicate the overtime period.

The contestants may remain in the audience until being announced for their speech. *(But if they prefer to wait outside until their turn to speak, try to accommodate their pre-coordinated needs.)*

Judges, the speaking order is as follows:

#1 _____
#2 _____
#3 _____
#4 _____
#5 _____
#6 _____

Are the timers ready? Chief Judge, are the judges ready?

We are ready! Let the International Contest begin.

(Use Speakers Sheet on following page)

SPEAKERS SHEET
INTERNATIONAL SPEECH CONTEST

SPEAKER #1

(Name)

(Title)

REPEAT: Title... Name

SPEAKER #2

(Name)

(Title)

REPEAT: Title... Name

SPEAKER #3

(Name)

(Title)

REPEAT: Title... Name

SPEAKER #4

(Name)

(Title)

REPEAT: Title... Name

SPEAKER #5

(Name)

(Title)

REPEAT: Title... Name

After each speaker, ask the timer team to give you one minute. Remind the audience to be quiet during the one minute of silence. After the last speaker, ask the timer team to give you two minutes. Remind the audience to be quiet and ask the judges to fill out their ballot forms. Remind judges to sign their ballot(s).

Allow a reasonable time for the judges to fill out their ballot. Judges can hold up the bottom strip of their ballot when they are ready to be collected. Remind them to follow the Chief Judge out of the room if they need more time.

Once all the ballots have been collected and the Chief Judge and counters have left the room, encourage everyone to relax. Now you can call up the contestants, one at a time for a short interview, in their corresponding speaking order. Keep the interview upbeat. Give equal time to each contestant.

Present a certificate of participation to each contestant at the close of their interview.

The Chief Judge and team will prepare the final Certificates for the announcement of contest winners. Recommend you provide awards for the contests in the order they were conducted. Use the contest rules on how many winners to announce.

- Make announcements of winners in reverse order.*
- In contests with 5 or more participants, a third place winner, a second place winner and a first place winner are announced.*
- In contests with 4 or fewer participants, a second place winner and a first place winner are announced.*

Thank the contestants, judging team (as a group) and the audience for their respective support of a successful contest. Invite all to attend at the next level. Try to provide the details.