**30-minutes prior to contest start time: Sign-In for ALL Contestants, Sergeant at Arms, Contest Chair, Chief Judge, Zoom Master, Timers, Ballot Counters, Judges**

* **EDIT ALL SCRIPT IN RED FONT TO SUIT YOUR CONTEST**
* *Please make Sergeant at Arms, Contest Chair and Chief Judge Zoom co-hosts.*
* *Please turn off Zoom ‘doorbell’, if not already.*
* *Prepare SAA/Speech Contestant and Chief Judge/Ballot Counters breakout rooms.*
* *Ensure that Timers have virtual timing backgrounds ready and are working with backup non-virtual timing cards ready in case of technical issues.*
* *Do Contest Chair Debrief with contestants, if not already done (see Contest Chair Debrief.pptx slides template in D96 Contest Resources).*
* *Draw for speaking order for Speech Evaluation and International Speech contests.*
* *Once the contests have started, please enable Waiting Room and Disable Zoom chat for everyone (except for co-hosts).*

**10:00 AM – Sergeant at Arms –Calls the Contest to Order**

Welcome everyone! Thank you for being here this morning for our Club/Division# Area ## Contest!

**10:02 AM – Sergeant at Arms –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, Squamish and Tsleil-Waututh 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. *<Zoom Master to upload agenda in chat>*

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.

We ask that you please:

* Avoid using the chat feature today’s contest events.
* Keep your microphones muted throughout the contest.
* Be aware that absolutely no photography or recording of the contestants is allowed during the contests.
* For emergencies or technical assistance, please private message myself as your Sergeant at Arms – OR - our Zoom Master.

Once the contests have begun, members of the audience are asked to refrain from leaving and/or re-entering the Zoom room.

If you must leave, please do so during the times of silence between contestant speeches.

The Sergeant at Arms and Zoom Master will not allow anyone to enter the room during a contestant’s speech.

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.

If you prefer, you can change your view to *‘gallery’* view.

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 me as your Sergeant at Arms – OR - our Zoom Master.

And now to pass it over to our Contest Chair!

**10:05 AM – Contest Chair – Speech Evaluation Contest - Welcome and Audience Greeting**

Thank you! Hello fellow Toastmasters and most welcome guests! It’s a pleasure to be here with you today as your Contest Chair for our Club/Division# Area ## Contest!

Today, we will be running 2-contests:

* Speech Evaluation Contest
* International Speech Contest
* **For the Speech Evaluation Contest:** this contest will consist of a Test Speaker giving a 5–7-minute speech and will only be introduced by their Name, Title, Title, Name.
* No description or objectives of the speech or any other information on the speaker will be given.
* At the conclusion of the speech, all the Speech Evaluation contestants will be taken to a breakout room to work on their evaluation who will be supervised by our Sergeant at Arms.
* They will have 5-minutes to complete their evaluations.
* Once the 5-minutes have elapsed, the Sergeant at Arms will signal the Evaluators to immediately stop making notes and face forward to the camera view and will continue to be supervised.
* Evaluators will then be called upon to join the main Zoom room, one at a time based on a speaking order that was determined earlier before the Speech Evaluation contest start and give their Evaluation. Once they have given their Evaluation, they can remain in the main Zoom room.
* All Evaluation contestants & Judges participating in this contest are eligible for their role as per the Toastmasters International Speech Contest Rule Book 2023-2024.
* Contestants & 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 winners will be announced at the end of our contest agenda this morning, after Announcements, not at the end of each contest.
* The winners will represent our Club/Division# Area ## during the Division # Contest which will be in online/in-person/hybrid format on Month, Day, Year.

***ASK:*** *Chief Judge…* *have the Contest Judges, Timers and Ballot Counters been briefed and are we ready to proceed with the contests?*

STATE: As Contest Chair, I have briefed all the contestants for each of the contests regarding minimum and maximum time limits and stage area.

**STATE:** To allow the Contest Judges time to mark their ballots, we will have one-minute of silence after each contestant’s Speech Evaluation, and we will have two-minutes of silence after the last contestant’s speech until all the ballots have been collected.

***ASK:*** *Timer, will you signal me when one-minute has elapsed between contestant Speech Evaluations?*

The speaking order for the Speech Evaluation contest was determined earlier by having our contestants draw for position. The speaking order for the contest will be:

1.

2.

3.

4.

Are there any other questions? If not, it is now time to introduce our Test Speaker for this morning. Please help me welcome to the stage: **[*TEST SPEAKER FIRST & LAST NAME], [“SPEECH TITLE”, “SPEECH TITLE”, TEST SPEAKER FIRST & LAST NAME]***

**10:10AM – TEST SPEAKER – (7 mins)**

**10:17AM – Contest Chair Returns – Move all Speech Contestants to the breakout room.**

Thank you! Zoom Master, please kindly move our Speech Evaluation contestants and Sergeant at Arms to the breakout room.

Timer, once our Zoom Master confirms everyone is in the breakout room you can start timing 5-minutes.

Once 5-minutes please let us know so our Zoom Master can call back our first Speech Evaluation contestant back into the main room.

*<Zoom Master to move all contestants to breakout room along with Sergeant at Arms>*

*<Timer starts 5-minutes on the clock once Zoom Master confirms all contestants at SAA are in breakout room>*

**10:17AM – Contest Chair Interviews Test Speaker**

While we are waiting for our contestants to write their evaluations, we are going to take a moment and interview our Test Speaker!

*<Sample questions you ask Test Speaker:>*

* *When did you first join Toastmasters?*
* *What made you join Toastmasters?*
* *What is your most memorable moment in Toastmasters?”*
* *What inspired you to write your test speech?*

**10:23AM – Contest Chair – Return first Speech Evaluation Contestant to the main Zoom room.**

*<Zoom Master to move first contestant back to main Zoom room while Sergeant at Arms and remaining contestant stay in breakout room>*

*<Zoom Master to confirm first contestant is back in the man Zoom room>*

I will now call upon our Speech Evaluation contestant Number 1 [SPEECH CONTESTANT FIRST & LAST NAME] to the staging area.

***Can you see the Timer? Have you pinned the Timer?***

***Can you see us? Can you hear us?***

***Do you have any other questions?***

If not, we will now proceed. Please help me welcome to the stage Speech Evaluation contestant Number 1 [SPEECH EVALUATION CONTESTANT FIRST & LAST NAME]:

**10:26AM – Contest Chair – Silence while Judges submit their ballots for First Speech Evaluation contestant.**

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.

*<Zoom Master can start to move next contestant back to main Zoom room, along with Sergeant at Arms ONLY if they are the remaining contestant>*

*<Timer signals when 1-minute is up>*

**10:27AM – Contest Chair – Return Second Evaluation Speech Contestant to the main Zoom room**

I will now call upon our Speech Evaluation contestant Number 2 [SPEECH EVALUATION CONTESTANT FIRST & LAST NAME] to the staging area.

***Can you see the Timer? Have you pinned the Timer?***

***Can you see us? Can you hear us?***

***Do you have any other questions?***

If not, we will now proceed. Please help me welcome to the stage Speech Evaluation contestant Number 2 [SPEECH EVALUATION CONTESTANT FIRST & LAST NAME]:

**10:30AM – Contest Chair – Silence while Judges submit their ballots for Second Speech Evaluation contestant.**

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.

*<Zoom Master can start to move next contestant back to main Zoom room, with any remaining contestants and Sergeant at Arms to remain in breakout room>*

* **OR IF THIS IS THE LAST CONTESTANT, SEE BELOW –**

**10:30AM – Contest Chair – Send ballot counters and Chief Judge to breakout room.**

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 begin to move our Chief Judge and Ballot Counters into their own breakout room to begin counting ballots and finalizing results.

*<Zoom Master can start to move remaining contestant back to main Zoom room, along with Sergeant at Arms ONLY if they are the remaining contestant>*

*<Zoom Master can move Judges to their own breakout room to cast ballots>*

*<Zoom Master can move Chief Judge and Ballot Counters int their own breakout room to begin counting ballots and finalizing results>*

**10:32AM – Contest Chair introduces Interviewer – Speech Evaluation Contestant Interviews**

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 Interviewer who will take a moment and interview our Speech Evaluation Contestants!

1.

2.

3.

4.

*<Interviews continued and Timer signals when 1-minute is up, keep time-up RED signal on until Chief Judge and Ballot Counters confirm results back to Contest Chair and everyone is back in the main Zoom room>*

**10:35AM – Contest Chair – Speech Evaluation CONTEST CLOSING**

Receive results from Chief Judge for Speech Evaluation Contest:

* 3rd place certificate
* 2nd place certificate
* 1st place certificate

**\*\*\* DO NOT ANNOUNCE UNTIL THE END OF THE CONTEST AFTER ANNOUNCEMENTS \*\***

The results are in and there were no {or one, two, etc.} disqualifications (as per the rule book, we don’t announce the names).

We will announce the winners at the end of the two contests, after announcements.

This now concludes the Speech Evaluation contest for Club/Division# Area ##!

**\*\*\* SCHEDULE AGENDA BREAK HERE, IF NECESSARY \*\*\***

**10:35 AM – Sergeant at Arms – Calls the Contest to Order**

Welcome back everyone! Thank you for being here this morning for our Club/Division# Area ## Contest!

Please refer to today’s contest agenda in the chat.

*<Zoom Master to upload agenda in chat>*

And now to pass it back over to our Contest Chair for the second half of our contest agenda!

**10:36 AM – Contest Chair – International Speech Contest - Welcome and Audience Greeting**

Hello again fellow Toastmasters and most welcome guests!

As mentioned earlier today, we will be running 2-contests today:

* Speech Evaluation Contest
* International Speech Contest
* **For the International Speech Contest:** The contest will consist of a series of timed 5-7 minute speeches that will be judged by a panel of judges.
* All International Speech contestants may remain in the room during the contest.
* All contestants and judges participating in this contest are eligible for their roles as per the Toastmasters International Speech Contest Rule Book for 2023-2024.
* 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 winners will be announced at the end of our contest agenda this morning, after announcements.
* The winners will represent our Club/Division# Area ## during the Division # Contest which will be in online/in-person/hybrid format on Month, Day, Year.

***ASK: Chief Judge…* *have the Contest Judges, Timers and Ballot Counters been briefed and are we ready to proceed with the contests?***

**STATE:** As Contest Chair, I have briefed all the contestants for each of the contests regarding minimum and maximum time limits and stage area.

**STATE:** To allow the Contest Judges time to mark their ballots, we will have one-minute of silence after each contestant’s International Speech is presented and we will continue to two-minutes of silence after the last contestant’s speech until all the ballots have been collected.

***ASK: Timer, will you signal me when one-minute has elapsed between contestant International Speech contestants?***

The speaking order for the International Speech contest was determined earlier by having our contestants draw for position. The speaking order for the contest will be:

1.

2.

3.

4.

Each contestant will be introduced only by their name, and the title of their speech, the title of their speech, and their name.

**10:38AM – Contest Chair – First International Speech Contestant to the main Zoom room**

I will now call upon our International Speech contestant Number 1 [INTERNATIONAL SPEECH CONTESTANT FIRST & LAST NAME] to the staging area.

***Can you see the Timer? Have you pinned the Timer?***

***Can you see us? Can you hear us?***

***Do you have any other questions?***

If not, we will now proceed. Please help me welcome to the stage International Speech contestant number 1 **[*CONTESTANT FIRST & LAST NAME], [“SPEECH TITLE”, “SPEECH TITLE”, CONTESTANT FIRST & LAST NAME]***

**10:45AM – Contest Chair –Silence while Judges submit their ballots for International Speech Evaluation contestant.**

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.

*<Zoom Master can start to move next contestant back to main Zoom room, along with Sergeant at Arms ONLY if they are the remaining contestant>*

*<Timer signals when 1-minute is up>*

**10:47AM – Contest Chair – Return Second International Speech Contestant to the main Zoom room**

I will now call upon our International Speech contestant Number 2 [INTERNATIONAL SPEECH CONTESTANT FIRST & LAST NAME] to the staging area.

***Can you see the Timer? Have you pinned the Timer?***

***Can you see us? Can you hear us?***

***Do you have any other questions?***

If not, we will now proceed. Please help me welcome to the stage International Speech contestant Number 2 [INTERNATIONAL SPEECH CONTESTANT FIRST & LAST NAME]:

**10:54 AM – Contest Chair – Silence while Judges submit their ballots for Second International Speech contestant.**

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.

*<Zoom Master can start to move next contestant back to main Zoom room, with remaining contestant and Sergeant at Arms to remain in breakout room>*

* **OR IF THIS IS THE LAST CONTESTANT, SEE BELOW –**

**10:54 AM – Contest Chair – Send ballot counters and Chief Judge to breakout room**

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.

*<Zoom Master can start to move remaining contestant back to main Zoom room, along with Sergeant at Arms ONLY if they are the remaining contestant>*

*<Zoom Master can move Judges to their own breakout room to cast ballots>*

*<Zoom Master can move Chief Judge and Ballot Counters int their own breakout room to begin counting ballots and finalizing results>*

**10:55AM – Contest Chair introduces Interviewer – International Speech Contestant Interviews**

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 Interviewer who will take a moment and interview our International Speech contestants!

1.

2.

3.

4.

*<Interviews continued and Timer signals when 1-minute is up, keep time-up RED signal on until Chief Judge and Ballot Counters confirm results back to Contest Chair and everyone is back in the main Zoom room>*

**10:58 AM – Contest Chair – International Speech CONTEST CLOSING**

Receive results from Chief Judge for International Speech Contest:

* 3rd place certificate
* 2nd place certificate
* 1st place certificate

**\*\*\* DO NOT ANNOUNCE UNTIL THE END OF THE CONTEST AFTER ANNOUNCEMENTS \*\***

The results are in and there were no {or one, two, etc.} disqualifications (as per the rule book, we don’t announce the names).

We will announce the winners at the end of the two contests, after announcements.

This now concludes the International Speech contest for Club/Division# Area ##!

And now to turn it over to our District Leader/Name, for Announcements!

**10:59AM – Contest Chair or District Leadership –Announcements**

* *Mention of when upcoming Area/Division/District contest should take place here including format, date/time, location*
* **11:00AM – Contest Chair or Chief Judge – FINAL THANK YOU’S**

Just before announcing the winners, I just want to take a moment and thank the following – without you these contests could not be possible:

Test Speaker –

Sargent at Arms –

Interviewer –

Zoom Master –

Timers –

Ballot Counters –

Area, Division, or District Director –

[And our Contest Chair – OR – Chief Judge -]

**And of course, the judges who will continue to remain anonymous – thank you for your service!**

**For all those helping behind the scenes and the friends that came to cheer our contestants please come again, we would love to have you join us for an evening of fun, inspiration, and growth.**

Let’s give our contestants a huge round of applause for being bold and brave. Way to go for putting yourselves out there!

And now the moment you’ve been waiting for – the official results!

**Starting with the Speech Evaluation Contest:**

**In 3rd place:**

**In 2nd place:**

**In 1st place:**

**International Speech Contest:**

**In 3rd place**

**In 2nd place**

**In 1st place**

Thank you all again, and we look forward to seeing you at our upcoming Area/Division/District contest on \_\_\_\_\_\_\_\_.

**\*\*\* CONTEST AGENDA ADJOURN \*\*\***