

TOASTMASTERS INTERNATIONAL DISTRICT 17



**INTERNATIONAL CONTEST CONTESTANT BRIEFING SCRIPT**

**Check that as Contest Chair, you have:**

* Names of International Contest contestants
* Numbered cards for drawing speaking order
* A certificate of participation for all contestants to be signed by you and presented to contestants at the conclusion of the contest
* A “ready chair” in position close to the speaking area. This is where you will be seated while each contestant speaks

**Briefing of Contestants**

Brief the contestants from within the speaking area and answer any questions they may have.

* Verify the presence of all contestants and pronunciation of their names
* If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant
* If the primary contestant is not present when you as Contest Chair are introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before you as Contest Chair are introduced to conduct the contest, they may be permitted to compete, provided that they report to you as Contest Chair on arrival with the required paperwork in good order and waive the opportunity of a briefing
* Draw for speaking order. Write it down in your Contest Chair script. Give this information to Chief Judge as soon as possible for the Judges to be informed of the speaking order and speaking area.
* Ask Contestants for the title of their speech and add to the Contest Chair Script
* Review the speech contest rules as listed on the *Speaker’s Certification of Eligibility and* *Originality.* Collect signed forms from each contestant and give to Chief Judge
* Define the speaking area to contestants. Contestants may speak from anywhere within the speaking area
* Demonstrate the timing device and the alternate timing device in case of failure that displays green, amber and red colour. It must be in full view of each contestant, but not obvious to the audience
* Review timing protocol – green light at 5 minutes, amber at 6 minutes and red at 7 minutes
* Contestants will be disqualified if they speak for less than 4 minutes 30 seconds or more than 7 minutes 30 seconds, no signal will be given of an overtime period
* Timing will begin with the first definite verbal or non-verbal communication with the audience
* Any visually-impaired contestant is permitted to request, and must be granted a form of timing of their own choosing, (e.g. bell or similar) and must provide same
* Request the contestants remove any identifying badges
* The Contest SAA should be at the briefing to note possible lectern position for each if moveable

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Contestant, and available to mike them up if microphone is used. Contestants are allowed to test out microphones on conclusion of this briefing.

Any props must be demonstrated to be set up in the minute silence and removed in the subsequent minute silence or they cannot be used.

**Note: All contestants will be video-recorded. (At district conference only) The Winning speech video will be judged in a Regional quarter final over the next few weeks.**

* Contestants may protest on the basis of eligibility and originality to either the Chief Judge or you as Contest Chair prior to the announcement of the place-getters, usually while the ballots are being counted
* You, as Contest Chair will inform the Chief Judge immediately if a protest has been lodged
* A contestant shall have the opportunity to respond to the Judges if their speech has been protested against on the basis of originality
* Collect *Speech Contestant Profile* from each of the contestants. This information can be used in the contestant interviews at the end of the contest

**Explain the contest procedure:**

* Contestants are permitted to remain in the same room throughout the duration of the contest and seated in the front row assigned seating for contestants
* Contestants should move to the microphone area (if applicable) to enable microphone to be fitted prior to their place in the draw
* Each contestant will be introduced by announcing the contestant’s name – speech title At this time the contestant should arrive on stage to applause

I will then announce your speech title and your name again no further applause will be given.–

* The contestant should then be in position to begin their speech five to seven minute speech
* There will be one minute silence between speakers for judges to mark their ballots
* On completion the next contestant is introduced and the procedure is repeated
* After the last contestant is finished there will be silence until all judges ballots have been collected. When the Chief Judge and contestants leave the room call contestants will come back on stage, in speaking order to be interviewed
* Contestants will be given their certificate of participation acknowledge what club and area they are representing today
* Be interviewed using the information contained on the speaker Bio one question to each, another / more questions each if necessary . When the Chief Judge returns stop asking questions
* When the Chief Judge and tally counters return ask the contestants to return to their seat

Place getters will be announced in reverse order ie third place, second place, first place

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TOASTMASTERS INTERNATIONAL DISTRICT 17



**INTERNATIONAL SPEECH CONTEST CHAIR SCRIPT TO AUDIENCE**

Ladies and Gentlemen, welcome to the District 17 International Speech Contest 2019.

All Contestants have confirmed their eligibility in writing.

They are all aware of the speaking area. The contest timing, and location of the timing lights.

All contestants and judges have been briefed on the rules of the contest.

In accordance with the rules this **district level** speech contest will be recorded to enable the winner to progress to the International Speech contest quarter finals.

There shall be no other photography permitted during the speech unless prior authorisation has been given.

Each contestant will present a 5 to 7 minute speech on a subject of their choosing.

The contestants have drawn the speaking order which as follows:-

Contestant number one will be ……………………………………………………………...

Contestant number two will be...................................................................

Contestant number three will be................................................................

Contestant number four will be..................................................................

Contestant number five will be...................................................................

.

Contestant number six will be.....................................................................

I will introduce each contestant by announcing their name and speech title, at that time please join with me in the applause as they enter the stage..

I will then repeat the speech title and their name.

Our Chief Judge today is …………………… please thank (him/her). Chief Judge, are we ready to proceed?

Ladies and Gentlemen, please welcome Contestant number one.

*Announce the Contestant’s name – speech title –*

 *speech title – name in a consistent manner for all contestants. No information beyond name and title to be announced*

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Speaker 2



Speaker 3

Speaker 4

Speaker 5

Speaker 6

Speaker 7

Speaker 8

At the Contestant conclusion We will now have one minute silence for the judges to conclude their scores*.*

Timers please indicate when 1 minute has elapsed

After each speaker has concluded, wait for the signal from the Timer that one minute of silence has lapsed before proceeding

Ladies and Gentlemen, please welcome Contestant number xx and so on until the last speaker\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant’s Name and speech title (applause)

*Speech Title….Name (announced e in a consistent manner for each contestant*

That concludes the International Speech contest

We will now have silence until the Tally Counters have collected all ballots.

Judges, please ensure that your ballot is valid by signing your name and listing the first three place-getters. Put your ballot into the envelope, and when asked by the contest chair hold it up for the Tally Counters to collect. Watch the judges and when it appears they have all finished writing

Tally counters please collect the ballots of the judges

Wait a few minutes while each ballot has been collected. Chief judges should indicate they are ready to leave the room tally counters ,time sheet , and tie breaking ballot have all been collected

Chief Judge and Tally Counters please retire to collate the ballots.

Once Chief Judge and tally counters have left

Will all contestants please come back on stage in speaking order.

Present each person with their certificate of participation and identify what Club and Area they represent today. interview each contestant using their Profile and Bio. one question per speaker and continues until the Chief judge returns.

The Chief judges should have returned after you have presented participation certificates or asked one question of contestant. If not ask a second question of each speaker and continues until the Chief judge returns.

Invite the District Director (and special guest if appointed) to assist with presentation of certificates and trophies.

Announce any disqualifications for time without naming the disqualified contestant

In third place is ................................................................. (name)

In second place is .......................................................................(name)

And to represent District 17 in the International Speech Contest by video for the Region 12 Quarter Final please join with me in congratulating in first place name: ........................................... *lead the applause*

Allow time for photos of place-getters. Hand control back to the M.C.

*Additional Information in Italics*

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