



TOASTMASTERS INTERNATIONAL DISTRICT 17 INTERNATIONAL SPEECH CONTEST CONTEST CHAIR'S CONTESTANT BRIEFING SCRIPT

CONTEST CHAIR CHECKLIST:

- 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.
- Copy of the Toastmasters International Speech Contest 2021-2022 Rulebook

BRIEFING OF CONTESTANTS BEFORE CONTEST

Note: The Contest SAA and timers should be available for the briefing.

- The Contest SAA should note the required use and position of lectern (if moveable) and to wire up the Speaker's mics if used.
- Timers should be available to demonstrate the timing devices.

Brief the Contestants – General Topics and Paperwork

- Brief from within the speaking area.
- Verify the presence of all contestants and pronunciation of their names. (Notes)
- Ask Contestants for the title of their speech and add to the Contest Chair Script.
- Review *Speaker's Certification of Eligibility and Originality*. Remind contestants that by signing this form they certify they have read and understand the rules regarding eligibility and originality.
- Collect signed *Speaker's Certification of Eligibility and Originality* forms from each contestant. **Give to Chief Judge.**
- Define the speaking area to contestants.
 - Contestants may speak from anywhere within the speaking area, discuss additions such as lecterns, tables, lighting, microphone, etc.
- 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.**
- Collect *Speech Contestant Profile* from each of the contestants. This information can be used in the contestant interviews at the end of the contest.
- Request the contestants remove any identifying badges.
- Contestants are allowed to test out microphones on conclusion of this briefing.
- **At District Contest Only:** All contestants will be video recorded. The Winning speech video will be judged in a Regional quarter final over the next few weeks.

Review the Speech Contest Rules with Speakers

- Props and Electronic Devices. (*Ref: General Rules for All Toastmasters Speech Contests – 8. Use of Props and Electronic Devices*)
- Timing protocol and demonstration of timing device and alternative timing device. (*Ref: General Rules for All Toastmasters Speech Contests – 6. Timing of the Speeches*)
 - Green light at 5 minutes, yellow at 6 minutes and red at 7 minutes.
 - The red light will remain on until the speech is completed there will be no other signal given.
 - Contestants will be disqualified if they speak for less than 4 minutes 30 seconds or more than 7 minutes 30 seconds.
 - Timing will begin with the first definite verbal or non-verbal communication with the audience
- Grounds for Protests and Disqualifications (*Ref: General Rules for All Toastmasters Speech Contests – 7. Protests and Disqualifications*)
 - Protests are limited to eligibility, originality, and reference to another contestant's speech and must only be lodged by voting judges and/or contestants.
 - Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned.

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. Then the *speech title* and the *contestants name* will be announced again, and the Contest Chair will leave the stage.
- If the first contestant is using props, they will be introduced in the following way to allow them to comply with the one minute to set up of props.
 Contestant one is They have 1 minute to set up their prop.
 Contestant one is..... with a speech entitled..... (Speech title) (Name)
- The contestant should then be in position to begin their five-to-seven-minute speech.
- There will be one minute silence between speakers for judges to mark their ballots.
- During this one minute of silence the next speaker may set up any props, as required and the concluding speaker remove their props.
- On completion of the one-minute silence 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 Tally Counters leave the room, all contestants will be invited to come back on stage, in speaking order to be interviewed.
- Contestants will be given their certificate of participation and asked to acknowledge what club / area / division they are representing at the contest.

- The contestants will then be interviewed using the information contained on the *Speech Contestant Profile* with one question to each contestant, then another / more questions each if time permits. The questions will continue until the Chief Judge returns.
- When the Chief Judge and tally counters return the contestants will be asked to return to their seat.
- Contest Chair will ask the Chief Judge if there is a result, and then announce winners and placegetters or officially adjourn the contest, with winners announced on completion of the next contest.
- Placegetters will be announced in reverse order i.e., third place, second place, first place.

Address any Questions from the Contestants

- Refer to Rule Book to answer questions.

NOTES

It is imperative the Contest Chair reads the Toastmasters International Speech Contest 2021 – 2022 Rulebook and understands the procedures and rules relating to this role and the contest.

Some additional clarity is provided below.

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 (if present) 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

Timing device: In case of failure an alternate that displays green, amber, and red colour. It must be in full view of each contestant, but not obvious to 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

Protests are lodged to either the Chief Judge or you as Contest Chair prior to the announcement of the placegetters, usually while the ballots are being counted

If a protest is lodged with to you as Contest Chair, inform the Chief Judge immediately.

A contestant shall have the opportunity to respond to the Judges if their speech has been protested based on originality or referencing another speaker's speech.

If there are multiple contests taking place at one event, each contest must be officially adjourned prior to the beginning of the next contest, even if winners have not yet been announced.



**TOASTMASTERS INTERNATIONAL
DISTRICT 17
INTERNATIONAL SPEECH CONTEST
CONTEST CHAIR'S AUDIENCE BRIEFING SCRIPT**

Ladies and Gentlemen, welcome to the **Club/Area/Division/District** International Speech Contest.

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.

If District Contest (omit if not): In accordance with the rules this District level speech contest will be video recorded to enable the winner to progress to the International Speech contest quarter finals.

There shall be no 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: -

Read slowly and repeat each name twice

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 them.

Chief Judge, are we ready to proceed?

Ladies and Gentlemen, please welcome Contestant number one. (See notes re props)

**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. Leave stage.**

At the conclusion of the contestant's speech - return to the stage.

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 **two**. (as per below)

	Name	Speech Title
Contestant 2		
Contestant 3		
Contestant 4		
Contestant 5		
Contestant 6		

At the conclusion of all contestants' speeches except the final contestant: We will now have one minute silence for the judges to conclude their scores.

Timers, please indicate when 1 minute has elapsed

At the conclusion of the final contestant's speech: We will now have silence until the Chief Judge indicates that all ballots have been collected.

Judges, please ensure that your ballot is valid by signing your name and listing the first three placegetters. 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

Once the Chief Judge has indicated that they're ready to leave the room.

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

Once Chief Judge and tally counters have left

That concludes the International Speech contest.

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

Present each person with their certificate of participation and identify what Club / Area / Division they are representing at the Contest.

Interview each contestant using their Profile and Bio. Ask one question per speaker and continue until the Chief judge returns.

When the Chief Judge returns: Please give our contestants another round of applause as they return to their seats.

Chief Judge do we have a result?

Recommended Response from Chief Judge: "We do have the results and there were no disqualifications." / "We do have the results and there were __ disqualifications due to _____" (Do not mention names of those disqualified).

This contest is now adjourned (if there are multiple contests being held on the day and the presentation will be done at the conclusion of all contests)

When it's time to do the presentation:

First and second place or the highest ranked available contestant in the Club / Area contest will proceed to the next level of competition to be held on _____. (if known)

Division Contest Only: Only first place or highest ranked available contestant will proceed to the District 17 final to be held _____ (if known).

Please could the District Director (highest ranking official / special guest) please join me to assist with the presentation of certificates and trophies.

In third place is (name)

In second place is(name)

In first place is(name)

I want to thank all contestants and officials who made this contest possible. Chief Judge, Judges, Timers, Tally Counters, SAA, Caterers, Sponsors.

Name any other people who need to be thanked.

Allow time for photos of placegetters. Hand control back to the M.C.

Notes

Additional Information in Red.

Changeable information in Green.

Alternative introduction if Contestant One is using props:

Contestant one is They have 1 minute to set up their prop. Timers please time 1 minute

At the conclusion of the 1 minute

Contestant one is..... with a speech entitled..... (Speech title) (Name)