Recommended Contents for Your Contest Chair File

Pre-Contest Material

- Cards for draw of speaking order
- Speaking Oder Sheet X 2 (send 1 to the Chief Judge ASAP after draw and keep 1 for yourself to use during the contest)
- Contest specific Pre-Contest Script
- Contestant Biographical Forms *
- Contestant Eligibility Forms*
    - Send by email to contestants prior to contest. It saves time at the Contestant Briefing.
- Evaluation Contestant Notes Sheet (Evaluation Contest Only)

Contest Script

- Contest specific script with ……(blanks) filled in
    - Ensure you print the Pre-Contest Script and the Contest Script in large enough font for you to read during the contest. Be aware that lighting may be poor.
    - Print these on separate sheets, not back to back pages, as this allows you to slide the pages across the lectern during the contest and saves turning of pages, which may be a distraction to the audience and your contestants. It is also less stressful for you.
    - Fill the blanks spaces in with clear print in order for you to easily read during the contest.

Post Contest Material

- Printed Participation Certificates (signed if necessary. Ideally these should be printed with the presenter's name already on them)

Have Fun & Good Luck!

Pre-Contest Briefing Script to Humorous Speech Contestants

[Draw for speaking order]

"Now we have drawn the order for presentations. To remind you, you will speak in the following order." ***[Repeat the order]***

"Is there anyone who has props they will be using in their speech?"

[If there are any speakers using props, you must inform them that they, or their representative, must set these up during the 1-minute silence after the speaker before them]

"You may remain in the room to hear speakers before you & after you. When it is your turn to speak, please move to the front of the room during the 1-minute silence for Judging of the previous speaker. To introduce you, I will say your name to the audience, the title of your speech, repeat the title of your speech and your name again. At this time, please move to centre stage to shake my hand. Is there anyone who prefers not to shake my hand?"

[If there are any speakers who prefer not to shake hands, they should inform you here and you should note this on your speaking order sheet]

"The speaking area for tonight's contest is here."

[Clearly define the stage/speaking area now]

"Your time will start with the first verbal or non-verbal communication with the audience. You will have 5 – 7 minutes to present your speech.

[Demonstrate the lights now]

"The timing lights will be activated as follows;

Green light at 5 minutes

Orange light at 6 minutes

Red light at 7 minutes."

"The red light will then stay on until you have finished speaking. No other notice will be given to indicate that you have gone overtime. You will be disqualified if your speech is less than 4 minutes & 30 seconds or more than 7 minutes & 30 seconds."

"Once you have finished, please remain to accept your applause, then I will enter the stage to shake your hand &/or thank you. You may then take your seat. We will then have 1-minute silence for the Judges to record their scores."

“If you have reason to do so, you may lodge a protest. Only Contestants & Judges may file a protest. All protests must be made to either, the Chief Judge ..... or to myself, the Contest Chair.”

“Protests may only be on the grounds of eligibility, originality, referencing another contestant or referencing another contestant’s speech.”

“Once the winners have been declared, all decisions are final. Protests will not then be considered.”

“No recording of speeches or picture taking is permitted without permission of the Contest Chair & the Contestants. Would anyone like to have their speech recorded?”

[Permission must be granted by all contestants and the audience informed in your briefing to the audience if any contestant(s) are to be recorded]

“That concludes our briefing. Do you have any questions?”

[Answer/discuss any questions.]

“I would like to wish you all the best of luck.”

Please advise the Chief Judge of the speaking area you defined for the speakers.

HUMOROUS SPEECH CONTEST SPEAKING ORDER

Speaker 1: _____

Speech title: _____

Speaker 2: _____

Speech title: _____

Speaker 3: _____

Speech title: _____

Speaker 4: _____

Speech title: _____

Speaker 5: _____

Speech title: _____

Speaker 6: _____

Speech title: _____

Speaker 7: _____

Speech title: _____

Speaker 8: _____

Speech title: _____

Please have this copy delivered to the Chief Judge ASAP after the draw for speaking order.

HUMOROUS SPEECH CONTEST SPEAKING ORDER

Speaker 1: _____

Speech title: _____

Speaker 2: _____

Speech title: _____

Speaker 3: _____

Speech title: _____

Speaker 4: _____

Speech title: _____

Speaker 5: _____

Speech title: _____

Speaker 6: _____

Speech title: _____

Speaker 7: _____

Speech title: _____

Speaker 8: _____

Speech title: _____

Contest Chair Script

Humorous Speech Contest

Welcome

Welcome all Toastmasters & guests to the Area …….. Humorous Speech Contest.

Our Winner today will progress to represent Area …… in the ……. Division Final, which will be held on ……. **[Date]** at ……am/pm **[Time]** at …… **[Venue]**

No recording of speeches or picture taking is permitted without permission of the Contest Chair & the Contestants.

[If any contestants have obtained permission to be recorded, announce this here without naming the contestant(s). You would say;

"……[# of speakers] have requested and are permitted to be recorded in today's contest."]

The purpose of today's contest is:

1. To provide an opportunity for speakers to improve their speaking abilities and to recognise the best as encouragement to all.

2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

Our Chief Judge today is..... ***[indicate where Chief Judge is sitting]***

Please thank her/him.

We have ..... contestants competing today. The contestants have drawn the speaking order and for your records, that order is as follows;

[Say the name of each contestant in the order in which they will speak.]

[Allow the judges a moment to record each name]

To be eligible, a contestant must;

1. Be a Toastmaster in good standing, in a club in good standing.

2. Not be a current District or International Officer, nor have declared the intent to run for an elected District or International office.

I confirm that all contestants have been checked and they are eligible to participate.

[Area Director should have checked all contestants for eligibility. Check with them to ensure this has been done prior to the contest.]

Contestants may select any topic which must be at least 75 percent original.

The speech timing is 5-7 minutes. Contestants will be disqualified if they speak less than 4 minutes 30 seconds or more than 7 minutes 30 seconds.

Timing begins with the first definite verbal or non-verbal communication with the audience.

The timing lights will be activated as follows. Green light at 5 minutes, Orange light at 6 minutes, Red light at 7 minutes and remains on until the speech is concluded.

There will be no further signal given for going overtime.

[The timer should be demonstrating the lights as you announce this]

Judges are instructed not to consider time in their ranking of the speakers.

After the contestant has finished, there will be a 1-minute silence between speakers for judges to complete their scores.

After the final speaker has finished there will be silence until the judges tally their scores.

Protests may only be entered by the contestants or judges to either the Chief Judge, ... or to myself, as Contest Chair. Once the result of the contest has been announced, all decisions are final.

Mr/Madam Chief Judge, are we ready to commence the contest?

[The Chief Judge should respond "Mr/Madam Contest Chair, we are ready to commence.]

Our first contestant is..... with his/her speech titled..... ***[speech title]*** ***.....*** ***[speech title]***, ***……..*** ***[name]***

[After each speaker has finished] We will now have 1-minute silence.

[Repeat for each contestant]

[After the final contestant] We will now have silence until the judges have completed their ballots.

Contest Conclusion

That concludes the Area ……. Humorous Speech Contest. The Tally counters may now collect the judges scoring slips. Judges, please hold them up for collection.

Mr/Madam Chief Judge, you may now collect the timing report & leave the room with the Tally Counters to confer on the decision.

Presentation of Participation Certificate

I would now like to ask all of the contestants to join me at the front to receive their participation certificates.

[Present certificates]

Ladies & Gentlemen, let's give our contestants a round of applause.

[Time permitting, ask contestants a question about the contest. Always begin with how long they have been a member of Toastmasters and which club they are representing today.]

[When Chief Judge returns]

[This may not happen if there are 2 contests being held at the same event. In that case you should omit "The Chief Judge has returned."]

"***The Chief Judge has returned.*** Mr/Madam Chief Judge, do we have a result?"

They should state, "Mr or Madam Contest Chair, I have the results.]

[Take the results from the Chief Judge. They will have written on the announcement of winners form if there were any disqualifications. You should then announce]

"There was/were ..……. disqualification(s) for timing." **[You must not announce the contestant(s) name(s).]**

[Invite the top ranking official to hand over the certificates &/or trophies]

To present the winners, please make welcome our Area Director / Division Director / District Director, ...

[Contest Chair announces winners from 3rd to 1st OR

2nd to 1st if less than 3 contestants.]

[Area Director / Division Director / District Director presents certificates & / or trophies.]

In third place: ***..... [Third place contestant] [Only announce if more than 2 contestants]***

In second place: ..... ***[Second place contestant]***

Our winner today who will represent Area ..... in the ..... Division Final, ... ***[Winner]***

[Invite the winner to make a 2-minute speech if time permits]

[Once all photos have been taken]

Thank you all for your attendance at tonight's contest. I now adjourn the Area …….. Humorous Speech Contest.