Pre-Contest Briefing Script to International Speech Contestants - Division

[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]***

"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."

"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 & 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 or originality."

"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."

“Do you have 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.

INTERNATIONAL 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: _____

Generic Contest Chair Script

International Speech Competition

Welcome

Welcome all Toastmasters & guests to the .....Division International Speech Competition.

The First placegetter today will progress to represent ..... Division in the District 17 final, which will be held at our District Convention at .....on.....

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

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.

Contestants

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]

Eligibility

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.
3. Have completed at least six project speeches in the Competent Communication manual prior to the Club contest.

I confirm that all contestants have indicated that they are eligible to participate.

Contest Briefing to Audience

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 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 have tallied their final 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.

Contestants

Our first contestant is..... with his/her speech titled.....,..... ***[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 ballot.

Contest Conclusion

That concludes the .....Division International Speech Contest. The Tally counters will 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.

[Ask each contestant to state the club and area they represent]

[Time permitting, ask contestants a question about the contest.]

[When Chief Judge returns they will state, "Mr or Madam Contest Chair, I have the results"]

[Take the results from the Chief Judge.]

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

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

[Contest Chair announces winners from 3rd to 1st OR 2nd to 1st if 2 or less contestants.]

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

Legend for this script

Instructions are typed in ***italics, bold, red***

Your script is typed in regular font, black