

Speech Contest Scripts

Speech Contest Scripts

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General Introductions for Entire Contest Event

<p>Sgt @ Arms: Call the meeting to Order and introduction of the Contest Chair</p>	
<p>Contest Chair: Welcome to all Toastmasters and guests to <i>(Location)</i></p> <p>_____</p> <p>For the <i>(Club/Area/Div/Dist)</i> _____</p> <p><i>(type of contest(s))</i> _____</p> <p>_____ Speech Contest(s)</p>	
<p>Now some housekeeping issues:</p> <ol style="list-style-type: none"> a. <i>Give location of bathrooms, etc.</i> b. Anyone with a pager or cell phone should place it on silent alarm or please turn it off. c. No flash photography of the contestants during the contest. There will be photo opportunities later. d. Once the contest has begun, the Sergeant at Arms will secure the doors, members of the audience are asked to refrain from leaving or entering the room during the contest. After the contest, no one will be permitted to leave the room until all ballots are collected. 	

Evaluation Contest Script

<p>Contest Chair: We will now begin the Evaluation Contest. I would like to read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> 1. To encourage development of evaluation skills and to recognise the best as encouragement to all. 2. To provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training. 	
<p><i>Most contest chairs say the following, ,</i></p>	<p><i>if short for time, you can state that</i></p>
<p>Now to go over the rules for the Evaluation Contest:</p> <ol style="list-style-type: none"> 1. It has been confirmed that all contestants are eligible. To be eligible a contestant must: <ol style="list-style-type: none"> a. Be a Toastmaster in good standing of a club in good standing, b. Not presently be an International, District or Area officer, nor have declared the intent to run for such offices. 2. All contestants shall evaluate the same target speech. Once the Target speaker has delivered a 5 - 7 minute speech, all evaluation contestants will be escorted out of the room by a Sgt@Arms and given 5 minutes to prepare for their evaluation. 3. After 5 minutes, the Sgt@Arms will take all notes from the Evaluation participants. These notes shall be returned to the contestants as they are introduced to present their evaluation. 4. Contestants may not use digital or other devices during the contest to gain an unfair advantage. 5. Other than the contestants, it is recommended that no one will be allowed in or out of the room once the contest has begun until the last speaker has spoken; 6. The time of the Evaluation is to be 2-3 minutes. Any speaker speaking less then 1:30 or more then 3:30 will be disqualified. 7. The timing lights will be activated as follows. Timekeepers, can you please activate the lights at. <ul style="list-style-type: none"> Green Light at 2:00 minutes Yellow Light at 2:30 minutes & Red Light at 3:00 minutes and will stay on until the speaker has finished speaking. <p>No notice shall be given should a speaker go over time. Timers can we please test the lights now.</p> 	<p>"I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible to be a contestant in this contest".</p>

<ol style="list-style-type: none"> 8. Timing starts/begins with the 1st word uttered or when the speaker uses any form of communication to the audience 9. There will be one minute of silence between speakers so the judges may complete their ballot sheets. 10. At the end of the contest, all are to remain silent until the Tally Counters have collected the Judges Ballot Sheets. 11. Judges have been instructed not to consider time in their ranking of the speakers. 12. The Chief Judge confirms that all judges have been briefed and are qualified to judge this contest. 13. There is a secret tie breaker judge known only to the Chief Judge 14. Protests may be entered only by the contestants or voting judges to either the Chief Judge or Contest Chair. 15. Announcement of the contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error. 16. Are there any questions? 	<p><i>(you can demonstrate an example if you wish)</i></p>
<p>The order of the contestants was randomly selected before the start of this meeting, and is as follows:</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>___ Name _____</p> <p>Chief Judge, can you please confirm that the judges have been briefed and are ready to go.</p>	<p><i>Before beginning the Contest itself, you could take a few moments to demonstrate when you wish the Clapping to occur.</i></p>
<p><i>(Introduce the Test Speaker)</i></p> <p>Test Speaker's Name _____</p> <p>Speech Title _____</p> <p>Repeat Speech Title _____</p> <p>Repeat Test Speaker's Name _____</p> <p><i>(Upon conclusion of the test speech)</i></p> <p>At this time, I will ask the Sergeant at Arms to escort all contestants out of the room. Contestants will have five minutes to prepare their evaluation using materials of their choice.</p>	<p><i>(Give NO other details about the test speaker or the speech, such as test speaker's designation, manual project, etc.)</i></p> <p>Use this time to interview the Test speaker</p>

(After 5 minutes have elapsed)
 Introduce the each contestant saying.

Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or Contestant Number.

Contestant #, name , name, contestant #

I would now like to introduce

Contestant #	Name
Contestant 1	
Contestant 2	
Contestant 3	
Contestant 4	
Contestant 5	
Contestant 6	
Contestant 7	
Contestant 8	
Contestant 9	
Contestant 10	

(After evaluation speech)

Could we please have one minute of silence for the judges to fill out their ballots?

(After one minute)

Thank you

(REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where the timing for judges is different.

(Once all contestants have spoken)

Could we please have silence until the judges have completed their ballot sheets? And can the Tally Counters collect the Judges Ballot Sheets when they are completed.

(After the silence & the Chief Judge & Tally Counters has left the room)

Thank you everyone.

Watch the Chief Judge who will be aware when all the Judges Ballot Sheets have been collected. Note the Chief Judge will also collect the Timers Sheet

<p>Now I'd like the Contestants to please come back to the front (of the stage). <i>(Time to hand out the Participation Certificates.</i></p>	<p><i>Full instructions are at end of the Contest Scripts.</i></p>
<p>This concludes the Evaluation Contest. We will announce the results later in the meeting.</p>	<p><i>(Note. Some meetings have a supper break; or start the second contest if they are undertaking two contests at a single meeting. Others just let people mix and mingle until the results are delivered back to you as the Contest Chair.</i></p>

Humorous Speech Contest Script

<p>Contest Chair: We will now begin the Humorous Speech Contest. I would like to read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> 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. 3. To recognise the value of humor in speaking. 	
<p><i>Most contest chairs say the following,</i></p>	<p><i>if short for time, you can state that</i></p>
<p>Now to go over the rules for the Humorous Speech Contest:</p> <ol style="list-style-type: none"> 1. It has been confirmed that all contestants are eligible. To be eligible a contestant must: <ol style="list-style-type: none"> a. Be a Toastmaster in good standing of a club in good standing, b. Not presently be an International, District or Area officer, nor have declared the intent to run for such offices. 2. All speeches are to be original, and quoted material so identified. 3. The speech must be thematic in nature (having an opening, body and closing) and must not be a monologue or series of one-liners. 4. Speakers may stay in the room. Should they choose to leave the room during the contest, the Sgt@Arms will escort contestants back into the room once their time to speak has arrived. 5. Other than contestants, it is recommended that no one will be allowed in or out of the room once the contest has begun until the last speaker has spoken; 6. The time of the Humorous Speech is to be 5-7 minutes. Any speaker speaking less than 4:30 or more than 7:30 will be disqualified. 7. The timing lights will be activated as follows. Timekeepers, can you please activate the lights at. <ul style="list-style-type: none"> Green Light at 5:00 Yellow Light at 6:00 & Red Light at 7:00 and will stay on until the speaker has finished speaking. <p>No notice shall be given should a speaker go over time. Timers can we please test the lights now.</p> 	<p><i>"I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible to be a contestant in this contest".</i></p>

<p>8. Timing starts with the 1st word uttered or when the speaker uses any form of communication to the audience,</p> <p>9. There will be one minute of silence between speakers so the judges may complete their forms.</p> <p>10. At the end of the contest, all are to remain silent until the Chief Judge or Tally Counters have collected the Judges Ballot Sheets.</p> <p>11. Judges have been instructed not to consider time in their ranking of the speakers</p> <p>12. The Chief Judge has confirmed that all judges have been briefed and are qualified to judge this contest.</p> <p>13. There is a secret tie breaker judge known only to the Chief Judge</p> <p>14. Protests may be entered only by the contestants or judges to either the Chief Judge or Contest Chair</p> <p>15. Announcement of the contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.</p> <p>16. Are there any questions?</p>	<p><i>(you can demonstrate an example if you wish)</i></p>
<p>The order of the contestants was randomly selected before the start of this meeting, and is as follows:</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p>	<p><i>Before beginning the Contest itself, you could take a few moments to demonstrate when you wish the Clapping to occur.</i></p>
<p>Chief Judge, can you please confirm that the judges have been briefed and are ready to go.</p> <p>Now I would like to introduce the Warm-up Speaker</p> <p>Warm-up Speaker's Name _____</p> <p>Speech Title _____</p> <p>Repeat Speech Title _____</p> <p>Repeat Warm-up Speaker's Name _____</p> <p><i>Thank the Warm-up Speaker.</i></p> <p><i>Then introduce the Contestants</i></p>	<p><i>DO NOT go straight into the first contestant without warming your audience's humor up first. Reception for your contestants is more warmly received. Your audience or judges may have had a bad day and the scene need to be set first. Options are either have a Warm-up speaker or tell jokes</i></p>

<p><i>Introduce the each contestant saying.</i> I would now like to introduce Contestant #, Name, Speech Title, Speech Title, Name</p>	<p><i>Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or Contestant Number.</i></p>
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Contestant #	Name
Contestant 1	
Contestant 2	
Contestant 3	
Contestant 4	
Contestant 5	
Contestant 6	
Contestant 7	
Contestant 8	
Contestant 9	
Contestant 10	

<p><i>(After each speech)</i> Could we please have one minute of silence for the judges to fill out their ballots? <i>(After one minute)</i> Thank you</p>	<p><i>(REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where the timing for judges is different.</i></p>
<p><i>(Once all contestants have spoken)</i> Could we please have silence until the judges have completed their ballot sheets? And can the Tally Counters collect the Judges Ballot Sheets when they are completed. <i>(After the silence & the Chief Judge & Tally Counters has left the room)</i> Thank you everyone.</p>	<p><i>Watch the Chief Judge who will be aware when all the Judges Ballot Sheets have been collected. Note the Chief Judge will also collect the Timers Sheet</i></p>
<p>Now I'd like the Contestants to please come back to the front (of the stage). <i>(Time to hand out the Participation Certificates).</i></p>	<p><i>Full instructions are at end of the Contest Scripts.</i></p>
<p>This concludes the Humorous Speech Contest. We will announce the results later in the meeting.</p>	<p><i>(Note. Some meetings have a supper break; or start the second contest if they are undertaking two contests at a single meeting. Others just let people mix and mingle until the results are delivered back to you as Contest Chair.</i></p>

International Speech Contest Script

<p>Contest Chair: We will now begin the International Speech Contest. I would like to read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> 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. 	
<p><i>Most contest chairs say the following,</i></p>	<p><i>if short for time, you can state that</i></p>
<p>Now to go over the rules for the International Speech Contest:</p> <ol style="list-style-type: none"> 1. It has been confirmed that all contestants are eligible. To be eligible a contestant must: <ol style="list-style-type: none"> a. Be a Toastmaster in good standing of a club in good standing, b. Not presently be an International, District or Area officer, nor have declared the intent to run for such offices. 2. All speeches are to be original, and quoted material so identified. 3. Speakers may stay in the room. Should they choose to leave the room during the contest, the Sgt@Arms will escort contestants back into the room once their time to speak has arrived. 4. Other than contestants, it is recommended that no one will be allowed in or out of the room once the contest has begun until the last speaker has spoken; 5. The time of the International Speech is to be 5-7 minutes. Any speaker speaking less then 4:30 or more then 7:30 will be disqualified. 6. The timing lights will be activated as follows. Timekeepers, can you please activate the lights at. <ul style="list-style-type: none"> Green Light at 5:00, Yellow Light at 6:00 & Red Light at 7:00 and will stay on until the speaker has finished speaking. <p>No notice shall be given should a speaker go over time. Timers can we please test the lights now.</p> 	<p><i>"I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible to be a contestant in this contest".</i></p>

<ol style="list-style-type: none"> 7. Timing starts with the 1st word uttered or when the speaker uses any form of communication to the audience, 8. There will be one minute of silence between speakers so the judges may complete their forms. 9. At the end of the contest, all are to remain silent until the Chief Judge or Tally Counters have collected the Judges Ballot Sheets. 10. Judges have been instructed not to consider time in their ranking of the speakers 11. The Chief Judge has confirmed that all judges have been briefed and are qualified to judge this contest. 12. There is a secret tie breaker judge known only to the Chief Judge 13. Protests may be entered only by the contestants or judges to either the Chief Judge or Contest Chair 14. Announcement of the contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error. 15. Are there any questions? 	<p><i>(you can demonstrate an example if you wish)</i></p>
<p>The order of the contestants was randomly selected before the start of this meeting, and is as follows:</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>Chief Judge, can you please confirm that the judges have been briefed and are ready to go.</p>	<p><i>Before beginning the Contest itself, you could take a few moments to demonstrate when you wish the Clapping to occur.</i></p>

<p><i>Introduce the each contestant saying.</i> I would now like to introduce Contestant #, Name, Speech Title, Speech Title, Name</p>	<p><i>Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or Contestant Number.</i></p>
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Contestant #	Name
Contestant 1	
Contestant 2	
Contestant 3	
Contestant 4	
Contestant 5	
Contestant 6	
Contestant 7	
Contestant 8	
Contestant 9	
Contestant 10	

<p><i>(After each speech)</i> Could we please have one minute of silence for the judges to fill out their ballots? <i>(After one minute)</i> Thank you</p>	<p><i>(REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where the timing for judges is different.</i></p>
<p><i>(Once all contestants have spoken)</i> Could we please have silence until the judges have completed their ballot sheets? And can the Tally Counters collect the Judges Ballot Sheets when they are completed. <i>(After the silence & the Chief Judge & Tally Counters has left the room)</i> Thank you everyone.</p>	<p><i>Watch the Chief Judge who will be aware when all the Judges Ballot Sheets have been collected. Note the Chief Judge will also collect the Timers Sheet</i></p>
<p>Now I'd like the Contestants to please come back to the front (of the stage). <i>(Time to hand out the Participation Certificates)..</i></p>	<p><i>Full instructions are at end of the Contest Scripts.</i></p>
<p>This concludes the International Speech Contest. We will announce the results later in the meeting.</p>	<p><i>(Note. Some meetings have a supper break; or start the second contest if they are undertaking two contests at a single meeting. Others just let people mix and mingle until the results are delivered back to you as the Contest Chair.</i></p>

Table Topics Speech Contest Script

<p>Contest Chair: We will now begin the Table Topics Contest. I would like to read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> 1. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training. 2. To encourage development of impromptu and/or extemporaneous speaking skills and to recognize the best as encouragement to all. 	
<p><i>Most contest chairs say the following, ,</i></p>	<p><i>if short for time, you can state that</i></p>
<p>Now to go over the rules for the Table Topics Contest:</p> <ol style="list-style-type: none"> 1. It has been confirmed that all contestants are eligible. To be eligible a contestant must: <ol style="list-style-type: none"> a. Be a Toastmaster in good standing of a club in good standing, b. Not presently be an International, District or Area officer, nor have declared the intent to run for such offices. 2. All contestants shall receive the same topic, which shall be of a general nature 3. The topic shall be of reasonable length, shall not require a detailed knowledge and should lead to an opinion or conclusion 4. All contestants will be escorted out of the room by a Sgt@Arms, and returned to the room one by one 5. The topic is then read to the each contestant, who shall speak on that topic 6. Other than the contestants, no one will be allowed in or out of the room once the contest has begun until the last speaker has spoken. 7. The time of the Table Topics Speech is to be 1-2 minutes. Any speaker speaking less then 1:00 or more then 2:30 will be disqualified 8. The timing lights will be activated as follows. Timekeepers, can you please activate the lights at. <ul style="list-style-type: none"> Green Light at 1:00, Yellow Light at 1:30 & Red Light at 2:00 and will stay on until the speaker has finished speaking. . <p>Timers can we please test the lights now.</p> 	<p><i>"I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible to be a contestant in this contest".</i></p>

<ol style="list-style-type: none"> 9. Timing starts/begins with the 1st word uttered or when the speaker uses any form of communication to the audience 10. There will be one minute of silence between speakers so the judges may complete their ballot sheets. 11. At the end of the contest, all are to remain silent until the Tally Counters have collected the Judges Ballot Sheets. 12. Judges have been instructed not to consider time in their ranking of the speakers. 13. The Chief Judge confirms that all judges have been briefed and are qualified to judge this contest. 14. There is a secret tie breaker judge known only to the Chief Judge 15. Protests may be entered only by the contestants or voting judges to either the Chief Judge or Contest Chair. 16. Announcement of the contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error. 17. Are there any questions? 	<p><i>(you can demonstrate an example if you wish)</i></p>
<p>The order of the contestants was randomly selected before the start of this meeting, and is as follows:</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>___ <i>Name</i> _____</p> <p>Chief Judge, can you please confirm that the judges have been briefed and are ready to go.</p> <p>Now let's proceed with the Table Topics Contest</p>	<p><i>Before beginning the Contest itself, you could take a few moments to demonstrate when you wish the Clapping to occur.</i></p>
<p>At this time, I will ask the Sergeant at Arms to escort all contestants out of the room, except for the first contestant. .</p>	

<p>(After all but one of the contestants have left the room) I would now like to introduce ... Contestant #, name , name</p>	<p><i>Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or Contestant Number.</i></p>
<p>Your topic is...</p>	<p><i>Note: Your table topic will be on a piece of paper. Read it verbatim for each contestant. And read the Topic twice. (i.e. Read it exactly the same way for all contestants</i></p>

Contestant #	Name
Contestant 1	
Contestant 2	
Contestant 3	
Contestant 4	
Contestant 5	
Contestant 6	
Contestant 7	
Contestant 8	
Contestant 9	
Contestant 10	

<p><i>(After Table Topic speech)</i> Could we please have one minute of silence for the judges to fill out their ballots? <i>(After one minute)</i> Thank you</p>	<p><i>(REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where the timing for judges is different.</i></p>
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<p><i>(Once all contestants have spoken)</i></p> <p>Could we please have silence until the judges have completed their ballot sheets? And can the Tally Counters collect the Judges Ballot Sheets when they are completed.</p> <p><i>(After the silence & the Chief Judge & Tally Counters has left the room)</i></p> <p>Thank you everyone.</p>	<p><i>Watch the Chief Judge who will be aware when all the Judges Ballot Sheets have been collected. Note the Chief Judge will also collect the Timers Sheet</i></p>
<p>Now I'd like the Contestants to please come back to the front (of the stage). <i>(Time to hand out the Participation Certificates.</i></p>	<p><i>Full instructions are at end of the Contest Scripts..</i></p>
<p>This concludes the Table Topics Contest. We will announce the results later in the meeting.</p>	<p><i>(Note. Some meetings have a supper break; some start the second contest if they are undertaking two contests at a single meeting. Others just let people mix and mingle until the results are delivered back to you as the Contest Chair.</i></p>

Contestant Interviews

Contest Chair:

The latest rules state that you must interview each Contestant. Questions usually relate to an interest or toastmaster fact from their Bio Sheet, which the Contestants should have completed. The order in which you do this is up to the Contest Chair.

<p>Now that the contests are over, let's take some time to meet our contestants. <i>Thank the contestant and hand out the participation certificate at this time.</i> <i>Ask whatever question you wish, for approx. one minute per contestant (depending on time allowed to you as Contest Chair).</i> <i>Refer to the contestant's Biographical Information Sheet.</i></p> <p>REPEAT FOR <u>ALL</u> SPEECH CONTESTANTS</p>	<p><i>You have two options in how you hand out the certificates and undertake the interview:</i> <i>Option 1. Hand out all the certificates to all contestants then undertake the interviews of all the contestants in no particular order).</i> <i>Option 2: Hand out the Certificate, one at a time to a contestant and undertake the interview to the contestant to whom you have just handed out a certificate to. Then Hand out the next certificate, etc.,)</i></p>
	<p><i>Some contests have a break or have another contest and announce all contest results at the end of the Programme.</i></p>

Announcing the Results

<p>I'd now like to present the contest results. Before the results are announced, I'd like to say congratulations to all of our contestants for competing!</p>	
<p>There was a disqualification due to time. Or There were no time disqualifications.</p>	<p><i>This is where you note if there were any time disqualifications. Do not name them or give times.</i></p>
<p>The 3rd place winner is: _____ The 2nd place winner is _____ The winner of the _____ Contest (and who will represent us at _____ on _____ date is _____</p>	<p><i>Always check you are reading the 3rd placegetter first...and the Winner's name is the last Certificate you hand out.</i></p>

Closing Remarks

Contest Chair:

<p>I would like to congratulate all the contestants for “stepping out of their comfort zones” and competing today.</p>	
<p>Special thanks to all the Judges, Contest assistants/officials, and participants without whom this contest would not have been possible.</p>	<p><i>Don't forget to thank others who have helped with the venue, catering, etc.</i></p>
<p>Thank you to our Test/Warm-up Speaker today/this evening.</p>	<p><i>(Often a gift is given to this speaker)</i></p>
<p><i>Optional:</i> <i>Finally, thank you very much to the members of _____ club who hosted this contest.</i></p> <p>Contest champions will next compete at the _____ contest on (date) _____ at (location) _____</p>	<p><i>(Note that you should not single out the judges although is considered Okay at club levels. At Area Contests and higher, it should remain unknown who the judges are)</i></p>
<p>Remember that our District Conference is in (Town) _____ at (venue) _____</p> <p>On (date) _____</p> <p>The District conference includes lots of fun and educational events, including the District-level speech contests where our Division Champions will compete.</p> <p>Thank you all again for coming to our contest!</p>	<p><i>(If appropriate introduce any visiting dignitaries...)</i></p>

Speech Contest Checklist and Tips 2015

CONTEST CHAIRMAN

PREPARATION

- Determine budget for contest if required.
- Select place and time for contest
- Determine contest agenda (e.g. contests to be conducted)
- Select/organise Chief Judge and other officials
 - Judges (usually 5 plus tiebreaker at Club; must have 7 at Area and 9 judges at Division or District level – at least 1 judge from each Division within the District)
 - Timekeepers (2)
 - Tally Counters (judges are often used at Club level, NB: must have 3 at other levels)
 - Sergeant-at-Arms (1 or more if more than 1 door)
- Arrange supplies and services (eg., lectern, timing lights, stopwatches, pack of cards, etc)
- Notify contest judges & officials of time and place
- Determine the contestants and notify them of time and place at least 14 days prior to the contest.
- Ensure all contestants are eligible
- Ensure you read through the relevant sections of the Contest Rule book
- Select an Evaluation test speaker not known to contestants.
If hosting a Humorous Contest, please ensure you have a Warm-up Speaker or tell some jokes to set up the First Speaker (*So the first speaker does not end up as the warm-up speaker*)
- Determine a Table Topic 'topic' (not too long, should not require a detailed knowledge and should lead to an opinion or conclusion)
- Publicise contest in community where possible – you might get visitors/potential future members.

MATERIALS

- Speech contest manual & Contest Scripts
- Speech contest rules (current version)
- Certification of Eligibility and Originality (for contestants)
- Time record sheet and Timekeeper's instructions
- Judges' guide and ballot sheets
- Judges' Certificate of Eligibility
- Tiebreaker Judge guide and ballot sheet
- Counter's tally sheet
- Speech contestant biographical data sheet
- Certificates - Winners and Participation (and one for the Evaluation Test Speaker)
- Trophies - from previous year's winner/s

BRIEFINGS

Contest Chairman

- Verify presence of contestants (ensure you can pronounce all names correctly)
- Draw for speaking position (using a pack of cards, numbered marbles, etc)
- Have contestants complete the Eligibility sheet thus obtaining "Speech Titles"
- Review speech contest rules with speakers
- Review timing instructions with speakers
- Acquaint contestants with speaking area
- Brief the Sergeant-at-Arms
- Check equipment (lights, microphones where used, etc)
- Inform speakers to set up any props required during the 1 minutes silence before their introduction. They may enlist someone's help, not the Sgt @ Arms.

BRIEFINGS

Chief Judge

- Have all judges complete the Judge's Certificate of Eligibility
- Review judges' guide and ballots with judges
- Determine Tiebreaker Judge (to remain anonymous)
- Brief the Tiebreaker Judge on their ballot (rank all the contestants numerically)
- Instruct judges to sit close to the contest area, but spread out and away from contestants and each other
- Brief Tally Counters about using tally sheet
- Review timing procedure with Timekeeper

STARTING AND DURING THE CONTEST

- Please refer to Contest Scripts

AT THE END OF THE CONTEST

- If there are 5 contestants or more, announce 3rd then 2nd placegetters then first place/winner
- In contests with 4 or less contestants, you must **announce the top three places unless there has been a disqualification.**
- Close by thanking all who helped, i.e. Chief Judge and other judges, Timekeepers, Tally Counters, Sergeant-at-Arms, test/warm-up speakers.
- Additional announcements (e.g. next contest)
- It is NOT necessary to move to destroy the ballots. The Chief Judge, or whoever held the ballots, should simply destroy them once the results are announced.
- The contest rules state the announcement of the winners is final: there is no room for dispute.
- After the contest, notify the contest organiser (District Officer) of the next level of all contestants in the order they placed. The chief judge will have completed the correct form for this for you to pass upward.

REMINDER REGARDING PROTESTS

- Who can protest? Only voting judges and contestants
- On what grounds? Eligibility and /or originality
- When? Before the results are announced
- To whom? The Chief Judge or Contest Chair
- Who decides? Chairman on eligibility Chief Judge with judges on originality
- Can you appeal? No, this decision is FINAL