The following is a suggested script for the Online HUMOROUS Speech contests. Insert your Club, Area, or Division specific information into the blanks. The script's purpose is to ensure that contest rules such as speaker introductions and timing are adhered to. Looking for more how to's about contests? View these resources

Time	Speaking Role	Script	Tech Ops Role
1 Week before		*Contest Chairs schedule a meeting with Hosts, Co-Hosts, Chief Judge, and Sergeant at Arms to perform a contest run through with script and breakout rooms* ● *Decide on communication methods (e.g. text, e-mail)* *Contest Chair sends e-mail to all contestants setting time and date for Contestants' Briefing.* *Contest Chair sends briefing e-mails to contestants, timers, ballot counters, sergeant at arms, hosts, co-hosts, and any additional role players (examples)* *Chief Judge sends briefing e-mails to judges and conducts Judges' Briefing prior to contest*	Division Area
2 days before		*Contestants' Briefing (recommended). Contest Chair schedules this for approximately 2-days before the contest.* ● *Draw for speaking order, explain rules, answer questions, check audio/video, and collect contestant phone numbers and speech titles.* *Send reminder e-mail to rest of role players with time and registration link*	Division Area

1 day before		*CONFIRM Zoom settings. Log into Zoom account on Zoom.us website.*
		*Click tab labeled "**Settings**."*
		Make sure these settings are turned On:
		  ● *Waiting Room*
		    ○ Customize Waiting Room – link is located in the Waiting Room Options section
		    ○ Take a moment to review/edit the message to be helpful for guests (e.g. letting them know they will be admitted 15 minutes prior to the contest)
		  ● *Co-Host* [scroll to section labeled In Meeting (Basic)]
		  ● *Hide participant profile pictures in a meeting* [scroll to section labeled In Meeting (Basic)]
		  ● *Breakout Room* [scroll to section labeled In Meeting (Advanced)]
		
		*Click tab labeled "**Meetings**."*
		Select your Contest meeting. Make sure these meeting specific settings are enabled:
		  ● *Participant video Off*
		  ● *Mute participants upon entry*
		
		Prepare to create and manage breakout rooms – How to for contests, How to from Zoom
			Division Area
			  ● Hosts

Time	Speaking Role	Script	Tech Ops Role
3 hours prior to contest		*Contest Chair sends reminder e-mail to all role players and contestants with the time they start and the registration link.*	Division Area
60 minutes before contest begins		*Host, Co-Hosts, Contest Chairs, and Chief Judge arrive. Host assigns all of these as Co-Hosts.* *Event team reviews any final changes to agenda. Host, Chief Judge, and Contest Chairs start a text message group to correspond during the contest. Assign someone to take note of dignitaries who attend based on the dignitary list and recognize at end of contest.* *Host creates 4 breakout rooms: Contest Room, Judges' Room, Contestants' Room, and Protest Room.* ● *Before launching Rooms, click "Options" and review all the options. Check "Allow participants to return to main session", "Automatically move all assigned participants" and ensure no timer is set.* *Review host role and co-host role. Ensure it is clear who is screen sharing (Co-Host 1), who is monitoring audience/chat (Co-Host 2), and who is recording (if desired) – (Co-Host 3). Ensure all have list of participants and agenda. Ensure Co-Host 1 (screen share co-host) has the correct Awards PowerPoint and has edited it with the correct Division letter. Review how waiting room will be monitored (letting in role players at appropriate times, letting in late comers only between speeches).*	Division Area ● Hosts /Co-hosts
45 minutes before contest begins		*Judges, Ballot Counters, Timers, Sergeant at Arms arrive. Assign Sergeant at Arms as Co-Host. Start text message between Host and Sergeant at Arms. If role players are missing, assign Co-Host or Sergeant at Arms to call/text their contact numbers ASAP.* *Move Judges, Ballot Counters, and Timers to Judges' Room. Ensure that judges, ballot counters, and timers have all forms ready for the contest. You should have received by e-mail signed certifications of contestants already. Briefing has been completed earlier by video and e-mail. Answer any questions at this time.* *Chief Judge completes final briefing of judges. Have all judges send practice text to judge and ballot counter. Have timer send practice text to Chief Judge.*	Division Area ● *Host sends all judges, ballot counters, and timers to Judges' Room. Have them rename themselves appropriately.*

Time	Speaking Role	Script	Tech Ops Role
30 minutes before contest begins		*Contestants arrive. When first few arrive, move Contestants and Sergeant at Arms to Contestants' Room. If Contestants are missing, assign Co-Host to call/text their contact numbers ASAP.* *Sergeant at Arms help Contestants check their audio and video, answer minor questions, and provide encouragement while waiting for Contest Briefing.* *When all contestants arrive, move Contest Chair to Contestant Room*	Division Area • *Host send Sergeant at Arms, and Contestants to their breakout room when first arrive.*
30 minutes before contest begins		*Contest Chair leads briefing. Assure that contestants have sent their eligibility forms to the Chief Judge. They should have done this earlier during their briefing by video and e-mail. Answer any questions they may have and remind them of the timing requirements and rules. Contests draw for position (if not done previously).* *Ask contestants to rename in speaking order S1 <Name>, S2 <Name, etc.>.* *Let contestants know they will be responsible for ensuring they can see the timer. They can either leave their screen in Gallery view to do so, or pin the timer. If needed, give contestants time to practice "Pinning" and "Unpinning" the video of another person.*	Division Area • *Host move Contest Chair to Contestant Room when all contestants arrive*
15 minutes before contest begins		*Move Co-Host 1 and Co-Host 2 to Contest Room. Co-Host 1 start screen sharing the Agenda or any welcome slides.* *Host & Co-Hosts begins admitting guests from Waiting Room and moving to Contest Room.*	
10 minutes before contest starts		*Contest Chair shares Contestant order for Humorous speech with the Chief Judge, Sergeant at Arms, and Host via text message.*	

Time	Speaking Role	Script	Tech Ops Role
5 minutes before contest starts	Host/Co-host	*[Co-Host 1 (Screen Share Co-Host) continue to show agenda or run PowerPoint slides for the audience to view prior to the contest.* *[Co-Host 2: Post in the Chat:]* During the contest, you may keep your video on, but keep your mic on mute until the contest chair calls upon you to participate. Please only post in the Chat if you encounter emergency technical difficulties, not for commentary. *All Hosts, Co-Hosts and role players move to the contest room.* *If available, leave one Co-Host behind to welcome latecomers for first 10 minutes.*	Division Area • *Co-Hosts runs PowerPoint for host to share with audience if needed.*

Speaking Role	Script	Tech Ops Role
Contest Chair	***Call Contest to Order*** **Welcome fellow Toastmasters and honored guests to the** <Club, Area or Division #> **Humorous Speech Contests for 2021.** Speech contests are an important part of the Toastmasters educational program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers. I will be conducting the Humorous Speech Contest. (Welcome the Zoom Host to speak)	***Division Area Clubs (white columns only)***
Zoom Host	**Thank you Contest Chair.** ● Only emergency technical questions should be discussed in the chat window. Please do not use the chat window for commentary. ● Please do not private chat or text the Host or Co-Hosts unless you have an emergency technical question. ● No photographs or video recordings are allowed by the audience during contestant speeches, except with advanced approval from the Contest Chair. **To protect contestants' speeches, only contestants may receive access to their own recording. Recordings of the contest will not be distributed to others.**	Co-Hosts mute microphones Co-Host 2: Post in the Chat: During the contest, you may keep your video on, but please keep your mic on mute until the Contest Chair calls upon you to participate. Please only post in the Chat if you encounter emergency

	By attending this remote speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use of distribution as said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation. **Back to you, Contest Chair.**	technical difficulties, not for commentary
Contest Chair	**Thank you.** *<Optional: Pledge, Inspirational Thought, and/or Joke master – Contest Chair discretion>* I invite _____ to begin our contest with the Pledge of Allegiance. Please turn on your video and unmute your microphone. Thank you _____Please mute your microphone. I invite _____ to begin our contests with an inspirational thought. Please turn unmute your microphone Thank you _____Please mute your microphone. I now invite _____to deliver the joke to stretch our funny bone. Please turn on your video and unmute your microphone. Thank you _____. Please mute your microphone.	Co-hosts check that all role players and Humorous Speech Participants are renamed using the proper naming convention. If incorrect, rename them.
Contest Chair	**I will provide an overview of the Humorous Speech contest procedures, for the benefit of our guests and newer members.** In this contest, we will hear an original speech from each Contestant. There will be one minute of pause/silence after each contestant for the judges to mark their ballots. After the final contestant, I will ask our zoom host to move the judges, and ballot counters to their breakout room to finish their ballots. I will ask, contestant 1 - can you hear me and see the timer. Once they respond yes, I can hear you and see the timer, I will then introduce each contestant in the same way: Contestant, Name,	Co-hosts check that all role players and Humorous speakers are renamed using the proper naming convention. If incorrect, rename then.

	Speech Title, Speech Title, Contestant Name **I will now address our Chief Judge _____ to confirm that all the contestants, judges, and functionaries have been briefed. _____, please unmute your microphone and give us your report.**	
Chief Judge	**Thank you**. All of the contestants, judges, and functionaries have been briefed. All contestants are eligible to compete. **Back to you, Contest Chair.**	
Contest Chair	**It is time to begin the Humorous Speech Contest! The speaking order is Contest 1 \<name\>,2\<name,3\<name\>etc, for \<Club # ___/Area #__ / Division x\>..** **Contestant 1, please unmute your microphone - can you hear me and can you see and pin the timer?** *[After they respond, Yes, I can hear you and see the timer, you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]. The formal introduction is done as follows, (Contestant number, contestant name, contestant name. Contestant number)]* **Contestant 1, _____, Title, Title, _____, Contestant 1** **Thank you, Contestant, number 1. Please mute your microphone.** *[Once this is done],* **One minute of silence for the judges to mark their ballots**. **Contestant 2, please unmute your microphone - can you hear me and can you see and pin the timer?** *[After they reply, Yes, I can hear you and see the timer, proceed with introduction].* ***Contestant* 2, _____, Title, Title, _____, Contestant 2** **Thank you, Contestant, 2. Please mute your microphone.** *[Once this is done],* **One minute of silence for the judges to mark their ballots**. **Contestant 3, please unmute your microphone - can you hear me and can you see and pin the timer?** *[After they reply, Yes, I can hear you and see the timer, proceed with introduction].* **Contestant 3, _____, Title, Title, _____, Contestant 3** **Thank you, Contestant, 3. Please mute your microphone.** *[Once this is done],* **One minute of**	Co-Host 2 (Chat Monitor Co-Host) post the speaking order in the chat. Co-Host 3 (Recording Co-Host) record speakers (*optional*)

	silence for the judges to mark their ballots. **Contestant 4, please unmute your microphone - can you hear me and can you see and pin the timer?** *[After they reply, Yes, I can hear you and see the timer, proceed with introduction].* **Contestant 4, _____, Title, Title, _____, Contestant 4** **Thank you, Contestant, 4. Please mute your microphone.** **This concludes the <Club#__ / Area #__ / Division x> contest.** **Please remain silent until the Zoom host notifies us verbally that the judges, ballot counters, and timers have been moved to the breakout room.**	
Zoom Host	**All judges, ballot counters, and timers have been placed in the breakout room.**	Zoom host moves Chief Judge, voting judges, ballot counters, and timers to Judges' breakout room. Judges text their ballot results the chief judge and ballot counter. Timers text timing results to Chief Judge. When each voting judge is done, the Chief Judge as co-host may move them back to the main room, or text the Host to do so all at once.
Contest Chair	**We will now interview the contestants.** *[Briefly interview contestants. Ask 2-3 questions. E.g. What club are you with? Why did you join Toastmasters? Interviews should approximately 5 minutes.]* **I want to thank all our contestants for their willingness to compete and share their speeches with us. I applaud you all.**	

Contest Chair	**I will now thank our dignitaries. When you are recognized, please wave to the audience.** ● First, I will start with our Dignitaries. Please turn on your camera and be recognized. ● [*Call by name as you see them in the audience - assign someone in advance to take note of who is in attendance and call on them to recognize them. (See dignitary list) or say, "____, I will call for groups of dignitaries in this order: Past Regional Advisors, Past International Directors, Past District Directors and Governors, Members of the Trio, Division Directors, Area Directors*]	When Chief Judge and ballot counters agree on winners they leave the breakout room to join others. Chief Judge texts Chair with the winners in descending order 3rd place to 1st place. The Chief Judge texts any notification of disqualification to the Chair only.
Contest Chair	**I will now thank our volunteers. When recognized, Zoom co-host, please spotlight them.** | Chief Judge	
Sergeant at Arms	
Ballot Counters	
Timers	
Zoom Host	
Zoom Co-Hosts	
Other Contest Functionaries	| ***I will now take a moment to announce upcoming events:*** *[Relevant Area contests, Division contests, District Contest to be held at the Spring Conference in May 2022. Only contest events should be announced]*	

Contest Chair	**Winner Announcement of the Humorous Speech.** *If you have trophies, be prepared to show them on screen. If not, have co-host screen share contest certificates.* *Rules details [do not read aloud]:* ● *Prior to announcing results, announce if time disqualification(s) occurred but not name the contestant(s) involved.* ● *Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the Chief Judge, ballot counters or timers may at once interrupt to correct the error.* ● *Announce the winners of the contest in reverse order, pausing 5-7 seconds after each contestant so they can be recognized:*	Zoom host verifies that no one remains in a breakout room besides Contest room Co-host screen shares certificates (download and fill out contestant names before the contest) Zoom host close Breakout Rooms and meeting when mingling done.
	At this time, we are going to announce the winners. Zoom Co-Host, please spot light the contestants. At the Area level, first and second place winners will receive a gold or silver medallion. At the Division level, the top 3 winners will receive a trophy for their achievement. The first place winner will advance to the District level contest at the Spring Conference in May 2022. **[Announce Humorous speech winners -** *Humorous Chair announce]* ● Third place ● Second place ● First place Thank you for all being on this virtual Contest! Let's end by having everyone go to Gallery View so we can see everyone and our photographer can memorialize our contest. <Wait a few minutes> Thank you all for attending. Contest Adjourned. You may all stay and mingle as long as you like.	