

### District 39 Online Speech Contest Script – Last Edited 4/4/2021

The following is a suggested script for the Online Evaluation 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 [this presentation](#) or [these resources](#)

**The script begins on page 3.**

#### **Role Players**

Download this spreadsheet to record role player contact info [HERE](#). Send to all Hosts, Co-hosts, Chairs, and Chief Judge prior to contest. *All role players should have reliable internet, devices, and understanding of the Zoom tools. If in doubt, select a back up role player.*

<b>Role Player</b>	<b>Naming Convention in Zoom</b>	<b>Overview of Responsibilities/Notes</b>	<b>Forms</b>
Contest Chair/International Toastmaster	CONTEST CHAIR (NAME)	Recruit role players. Email role players and contestants at least 1 week prior to with start times and info about roles. Brief contestants prior to contest (30 mins prior, plus ~2 days prior for Division contests). Conduct contest using script. Start a text chain with Host and Chief Judge to stay in contact via text during contest..	<a href="#">Participant List</a> <a href="#">Notification of Winner</a> <a href="#">Contestant Briefing Script</a> <a href="#">Contestant Briefing Video</a> <a href="#">Sample role player email</a>
Contest Chair/Eval Toastmaster	CONTEST CHAIR (NAME)		
Host	HOST (NAME)	Move people in and out of breakout rooms. Admit people from waiting room and into contest – only when no speakers are speaking.	<a href="#">Participant List</a> <a href="#">Contest walkthrough</a>
Co-Host 1 (Screenshare)	COHOST 1 (NAME)	Screenshare agenda before contest. Screenshare awards during awards portion. Help mute microphones and turn off cameras during contest. Rename role players having difficulty renaming themselves.	<a href="#">Contest Agenda</a> <a href="#">Virtual Trophies</a> (Division) <a href="#">Virtual Plaques</a> (Area) Any additional slides
Co-Host 2 (Audience/Chat)	COHOST 2 (NAME)	Remind people to use chat only for emergencies. Post speaking order in chat. Help mute microphones and turn off cameras during contest. Assist Host with admitting people from waiting room and into contest – only when no speakers are speaking. Rename role players.	
Co-Host 3 (Recording – optional at Area level)	COHOST 3 (NAME)	Record each speech. Leave computer on after contest to process recordings. Send recording files to Contest Chair to send to speakers. Should be confident with using recording capabilities. Rename role players.	

Sergeant at Arms/Contestant Support (Also a co-host)	SAA (NAME)	Stay with contestants in breakout room during precontest briefing. Help them check their audio and video. Monitor Evaluation contestants during preparation. Should start timer for 5 minutes in Contestant room, tell Contestants to stop and hold up their folded notes, and text Host when done.	
Chief Judge (also a Co-Host)	CHIEF JUDGE (NAME)	Brief ballot counters and timers prior to contest. Brief judges. Collect ballots from judges via text. Collect timing report from timers via text. Tabulate results along with ballot counters. Send results to contest chair.	<a href="#">Participant List</a> <a href="#">Results Form</a> <a href="#">Briefing Script</a> , <a href="#">Video</a> See ballots below
Timer 1	TIMER 1	Shows virtual backgrounds at appropriate times. Covers camera with a post it note to ensure face is not seen. Sends timing report to chief judge via text.	<a href="#">Timers Record Sheet</a> <a href="#">Virtual Backgrounds downloads</a>
Timer 2	TIMER 2	Backup timer. Does not appear on camera. Sends timing report to chief judge via text.	
Ballot Counter 1	BC1	Attends judges briefings. Collects ballots from judges via text. Tabulates results along with chief judge	<a href="#">Virtual Briefing Tally Sheet</a>
Ballot Counter 2	BC2		
Test Speaker	Test Speaker	Remains anonymous until revealed. Presents 5-7 minute speech. Interviewed by contest chair. Remains on camera during evaluators' feedback..	
Inspirational Thought, Jokemaster, Pledge	n/a	These are optional roles depending on time/Contest Chair preference	
Judges	Judge 1, Judge 2, Judge 3, etc.	Rename exactly to make it easier on Host. Remain anonymous. Send ballots via text to chief judge.	<a href="#">Certification of Ethics</a> <a href="#">Eval Ballot</a> , <a href="#">Intl Ballot</a> <a href="#">Tiebreaking Eval Ballot</a> <a href="#">Tiebreaking Intl Ballot</a> <a href="#">Virtual Briefing Written</a>
Evaluators	EV1 <Name>, EV2 <Name>, etc.	Rename exactly to make it easier on Host. Contestants across multiple area contests in the same event should still rename in continuous speaking order (e.g. there should not be two EV1s)	<a href="#">Certificate Eligibility</a> <a href="#">Contestant Profile</a> <a href="#">AV Release</a> <a href="#">Eval Notes</a> (or blank paper) <a href="#">Virtual Briefing Video</a> <a href="#">Virtual Briefing Written</a>
International Speakers	S1 <Name>, S2 <Name>, etc.		

### District 39 Online Speech Contest Script

**Note Speaking Role is in the 2<sup>nd</sup> column. Technical Operations performed by Hosts/Cohosts actions are in the 4<sup>th</sup> column or 3<sup>rd</sup> column in italics.**

*Italicized* – Actions taken; chats sent

**Bold** – key transitions or Verbal Script.

Regular text – Verbal script

**Highlighted** – Customize for your level of contest and your specific contest role players

Time	Speaking Role	Script	Tech Ops Role
1 Week before		<p><i>Contest Chairs schedule a meeting with Hosts, Co-Hosts, Chief Judge, and Sergeant at Arms schedule a meet to do a contest runthrough with script and breakout rooms</i></p> <ul style="list-style-type: none"> <li>• <i>Decide on communication methods (e.g. text)</i></li> </ul> <p><i>Contest Chair sends email to all contestants setting time and date for Contestants' Briefing.</i></p> <p><i>Contest Chair sends briefing emails to contestants, timers, ballot counters, sergeant at arms, hosts, co-hosts, and any additional role players (<a href="#">examples</a>)</i></p> <p><i>Chief Judge sends briefing emails to judges and conducts judges' briefing prior to contest</i></p>	
2 days before		<p><i>Contestants' Briefing (recommended). Contest Chair schedules this for approximately 2 days before the contest.</i></p> <ul style="list-style-type: none"> <li>• <i>Draw for speaking order, explain rules, answer questions, check audio/video, and collect contestant phone numbers and titles.</i></li> </ul> <p><i>Send reminder email to rest of role players with time and registration link</i></p>	
1 day before		<p><i>Set Zoom settings. Log into Zoom account on Zoom.us website.</i></p> <p><i>Click Settings. Make sure these settings are turned On:</i></p> <ul style="list-style-type: none"> <li>• <i>Customize Waiting Room – 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) (under Security)</i></li> <li>• <i>Co-Host (under In Meeting (Basic))</i></li> <li>• <i>Hide participant profile pictures in a meeting (under In Meeting (Basic))</i></li> <li>• <i>Breakout Room (under In Meeting (Advanced))</i></li> </ul>	Hosts

		<p><i>Then, click Meetings. Select your Contest meeting. Make sure these meeting specific settings are enabled:</i></p> <ul style="list-style-type: none"> <li>● <i>Participant video Off</i></li> <li>● <i>Mute participants upon entry</i></li> </ul> <p><i>Prepare to create and manage breakout rooms – <a href="#">How to for contests</a>, <a href="#">How to from Zoom</a></i></p>	
3 hours prior to contest		<p><i>Contest Chair sends reminder email to all role players and contestants with the time they start and the registration link.</i></p>	
60 minutes before contest begins		<p><i>Host, Co-Hosts, Contest Chairs, and Chief Judge arrive. Host assigns all of these as Co-Hosts.</i></p> <p><i>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 <a href="#">dignitary list</a> and recognize at end of contest.</i></p> <p><i>Host create 4 breakout rooms: Contest Room, Judges’ Room, Contestants’ Room, Protest Room.</i></p> <ul style="list-style-type: none"> <li>● <i>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.</i></li> </ul> <p><i>Review host role and co-host role. Ensure it is clear who is screensharing (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 (screenshare 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).</i></p>	Hosts /Co-hosts
45 minutes before contest begins		<p><i>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.</i></p> <p><i>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 via email signed certifications of contestants already. Briefing has been completed earlier via video and email. Answer any questions at this time.</i></p> <p><i>Chief Judge completes final briefing of judges. Has all judges send practice text to judge and ballot counter. Have timer send practice text to Chief Judge.</i></p>	<p><i>Host send all judges, ballot counters, timers to Judges’ Room. Have them rename themselves appropriately.</i></p>

30 minutes before contest begins		<p><i>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.</i></p> <p><i>Sergeant at Arms help Contestants check their audio and video, answer minor questions, and provide encouragement while waiting for Contest Briefing.</i></p> <p><i>When all contestants arrive, move Contest Chair to Contestant Room.</i></p> <p><i>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 via video and email. Answer any questions they may have and remind them of the timing requirements and rules. Contests draw for position (if not done previously).</i></p> <p><i>Ask contestants to rename in speaking order (EV1 &lt;Name&gt;, EV2 &lt;Name&gt;, etc. S1 &lt;Name&gt;, S2 &lt;Name&gt;, etc.) Ask contestants in both contests to rename again at the break.</i></p> <p><i>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.</i></p> <p><i>Let Evaluation contestants know that once the Model Speaker has concluded, they will be moved to a breakout room, where the Sergeant at Arms will time them for 5 minutes. The Sergeant at Arms will then text the Host the 5 minutes are up. They will then be moved into the room one at a time during a moment of silence, and should wait to speak until they are recognized by the Contest Chair.</i></p>	<p><i>Host send Sergeant at Arm, and Contestants to their breakout room when first arrive.</i></p> <p><i>Host move Contest Chair to Contestant Room when all contestants arrive</i></p>
15 minutes before contest begins		<p><i>Move Co-Host 1 and Co-Host 2 to Contest Room. Co-Host 1 start screensharing the Agenda or any welcome slides.</i></p> <p><i>Host &amp; Co-Hosts begin admitting guests from Waiting Room and moving to Contest Room.</i></p>	
10 minutes before contest starts		<p><i>Contest Chair shares Contestant order for Evaluation speeches and International speech with the Chief Judge, SAA, and Host via text message.</i></p>	
5 minutes before contest	Host/Co-host	<p><i>[Co-Host 1 (Screen Share Co-Host) continue to show agenda or run PowerPoint slides for the audience to view prior to the contest.</i></p> <p><i>[Co-Host 2: Post in the Chat:]</i></p>	<p><i>Co-Hosts runs power point for host to share with audience if needed.</i></p>

starts		<p>During the contest, please keep yourself on mute and your video off until the contest chair calls upon you to participate. Please only post in the Chat if you encounter emergency technical difficulties, not for commentary.</p> <p>]</p> <p><i>All Hosts, Co-Hosts and role players move to the contest room.</i></p> <p><i>If available, leave one Co-Host behind to welcome latecomers for first 10 minutes.</i></p>	
<b>Contest Start Time</b>	Contest Chair	<b>Call Contest to Order</b>	

Speaking Role	Script	Tech Ops Role
Contest Chair	<p><b>Call Contest to Order</b></p> <p><b>Welcome fellow Toastmasters and honored guests to the &lt;Area or Division #&gt; Evaluation and International Speech Contests for 2021.</b></p> <p>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 Evaluation Contest first. We will take a break when the Evaluation Contest is finished and then introduce the Contest Chair for the International Contest.</p>	
Zoom Host	<p><b>Thank you Contest Chair.</b></p> <ul style="list-style-type: none"> <li>• Only emergency technical questions should be discussed in the chat window. Please do not use the chat window for commentary.</li> <li>• Please do not private chat or text the Host or Co-Hosts unless you have an emergency technical question.</li> <li>• No photographs or video recordings are allowed by the audience during contestant speeches, except with advanced approval from the Contest Chair. <b>To protect contestants' speeches, only contestants may receive access to their own recording. Recordings of the contest will not be distributed to others.</b></li> </ul> <p><i>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</i></p>	<p>Co-Hosts mute microphones and turn off videos as needed.</p> <p>Co-Host 2: Post in the Chat:</p> <p>During the contest, please keep yourself on mute and your video off until the contest chair calls upon you to participate. Please only post in the Chat if you encounter emergency</p>

	<p><i>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</i></p> <p><b>Back to you, Contest Chair.</b></p>	<p>technical difficulties, not for commentary</p>
<p>Contest Chair</p>	<p><b>Thank you.</b>  <i>&lt;Optional: Pledge, Inspirational Thought, and/or Jokemaster – Contest Chair discretion&gt;</i></p> <p>I invite <b>sergeant at arms</b> to begin our contest with the Pledge of Allegiance. Please turn on your video and unmute your microphone.</p> <p>Thank you <b>sergeant at arms</b>. Please turn off your video and mute your microphone.</p> <p>I invite <b>inspirational thought speaker</b> to begin our contests with an inspirational thought. Please turn on your video and unmute your microphone</p> <p>Thank you <b>inspirational thought speaker</b>. Please turn off your video and mute your microphone.</p> <p><b>I would now like to invite our Joke master name to deliver the joke for the evaluation contest.</b> Please turn on your video and unmute your microphone.</p> <p>Thank you <b>Joke master name</b>. Please turn off your video and mute your microphone.</p>	<p>Co-hosts check that all role players and evaluation speakers are renamed using the proper naming convention. If incorrect, rename then.</p>
<p>Contest Chair</p>	<p><b>I will begin with an overview of the Evaluation contest procedures, for the benefit of our guests and newer members.</b></p> <p>The purpose of an Evaluation is to motivate the speaker to continually improve, by providing reinforcement for their strengths and gently offering useful advice.</p> <p>The Test Speaker will start the contest with a 5 to 7-minute speech. During the speech, contestants will take notes.</p> <p>Upon completion of the speech, all contestants will be moved to a separate breakout room where they will have 5 minutes to prepare. During this time, I will interview our Test Speaker. The Host will then move the first contestant to the contest room. They will let us know when the first contestant has returned to our contest room, verbally.</p> <p>I will then ask the contestant to turn on their microphone and video and confirm they can see the</p>	

	<p>timer before introducing them by saying their name twice.</p> <p>At completion of the evaluation by the contestant, the contestant will turn off their video and the judges will be given one minute to mark their ballots</p> <p>I will follow the same process for each contestant.</p> <p>After the final contestant, I will ask the technical host to move all judges to their breakout room to complete their ballots.</p> <p><b>I will now address our Chief Judge &lt;Name&gt; to confirm that all the contestants, judges, and functionaries have been briefed. Please unmute your microphone and give us your report..</b></p>	
Chief Judge	<p><b>Thank you.</b></p> <p>All of the contestants, judges, and functionaries have been briefed. All contestants are eligible to compete.</p> <p><b>Back to you, Contest Chair.</b></p>	
Contest Chair	<p>It is time to begin the contest!</p> <p><b>I have the speaking order for the evaluation contestants.</b> They are Evaluator 1 is &lt;name&gt;, 2,&lt;name&gt; 3&lt;name&gt;.</p> <p><i>[Share speaking order for both contests if Area contest]</i></p> <p>Timer please turn on your video.</p> <p>Please help me welcome <u>    Test- speaker's name goes here    </u>. <b>Please turn on your video and unmute your microphone.</b></p> <p><i>[Do not give more information about the Test Speaker. Do not put the name or title of the Test Speaker on the agenda]</i></p> <p>Name: <u>          Test-speaker's name          </u></p> <p>Title: <u>          Speech Title          </u></p> <p>Title: <u>          Speech Title          </u></p> <p>Name: <u>          Test-speaker's name          </u></p>	<p>Co-Host 2 (Chat Monitor Co-Host) post the speaking order in the chat.</p> <p>Co-Host 3 (Recording Co-Host) record speaker (optional)</p>



Contest Chair	<p><b>[After the speech is completed:]</b></p> <p>The Zoom Host will now move the Sergeant-at-Arms and all evaluation contestants to the breakout session to complete their notes. The Zoom Host will notify us verbally when the contestants and Sergeant at Arms are in the breakout room. At which time our Sergeant at Arms and our timers will start the timer for 5 minutes.</p>	Zoom host moves SAA and contestants to breakout room.
Zoom Host	<p><b>The contestants and SAA are in their breakout room.</b></p> <p><i>[Sergeant at Arms in Contestant Room starts the timer for 5 minutes when all contestants have arrived.]</i></p> <p><i>[Sergeant at Arms tells contestants when 1 minute is remaining, and when time is up. SAA has all contestants hold up folded notes sheet with notes inside the fold to their cameras until they are moved back in contestant order. SAA texts Host that all Contestants have completed their time. SAA remind contestants that they will be moved during a moment of silence for the judges, so they should remain silent until recognized by the Contest Chair.]</i></p> <p><i>[Timer in Contest Room also starts time when contestants have been moved. Signals red when 5 minutes have elapsed so Contest Chair can wrap up briefing.]</i></p>	Zoom host sends broadcast message to all rooms "Moving Contestant #_" before moving contestants.
Contest Chair	<p><b>: _____ Test-speaker's name _____, I would like to interview you at this time. [For 5 minutes, interview the test speaker using your prepared questions] Thank you again for being our test speaker. Please turn your video off and put your microphone on mute.</b></p>	
Contest Chair	<p><b>The Evaluator order is [name the order for both contests].</b></p> <p><b>I will now Introduce Contestants from &lt;Area #__ / Division x&gt;.</b></p> <p><b>Evaluator 1 - can you hear me and can you see and pin the timer?</b></p> <p><i>[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)</i></p> <p><b>Evaluator 1, _____ Name _____, _____ Name _____, Evaluator 1</b></p> <p><b>Thank you, Evaluator, number 1. Please turn off your video and mute your microphone. [Once this is done], One minute of pause/silence for the judges to mark their ballots.</b></p> <p><b>Evaluator 2 - can you hear me and can you see and pin the timer?</b></p> <p><i>[After they reply, Yes, I can hear you and see the timer, you may proceed with a formal</i></p>	<p>Co-Host 3 (Recording Co-Host) record speakers (optional)</p> <p>Zoom Host send contestant 2 into main room at beginning of 1 minute of silence.</p> <p>Zoom Host send contestant 3 at beginning of 1 minute of silence&gt;</p> <p>&lt;repeat until all contestants have finished speaking&gt;</p>

	<p><i>introduction. If there are any technical issues, please ask the Technical Host to assist].</i></p> <p><b>Evaluator 2, <u>    Name    </u>, <u>    Name    </u>, Evaluator 2</b></p> <p><b>Thank you, Evaluator number 2. Please turn off your video and mute your microphone. [Once this is done], One minute of pause/silence for the judges to mark their ballots.</b></p> <p><i>[Continue for all remaining contestants. This concludes the <b>&lt;Area #__ / Division x&gt;</b> Evaluation Contest.</i></p> <p><i>[if hosting 2 Area contests in 1 meeting, otherwise skip ahead]</i></p> <p><b>I will now ask for 2 minutes of silence for our judges to complete their ballots from <b>&lt;Area #__ / Division x&gt;</b>.</b></p> <p><b>I will now introduce Contestants from <b>&lt;Area #__ / Division x&gt;</b>. [Follow same procedure for next Area.]</b></p>	<p>&lt;repeat process for next Area contestants&gt;</p> <p>SAA is brought back after last contest leaves breakout room</p>
Contest Chair	<p><i>[Tally and Collect Ballots]</i></p> <p><b>The Chief Judge, Ballot Counter, and Judges will now be moved to another room to complete their ballots. Please remain silent until the Host notifies us verbally, they have left the room.</b></p>	<p>Zoom host moves Chief Judge, voting judges, ballot counters, and timers to Judges' breakout room</p> <p>Judges text their ballot results to 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.</p>
Zoom Host	<p>All Judges, Ballot Counters, Timers and the Chief Judge have been placed in the breakout room.</p>	
Contest Chair	<p><b>We will now interview the contestants. Contestants, Please turn on your cameras.</b></p> <p><b>These contestants will be competing in the International Speech Contest: <b>&lt;Names&gt;</b>.</b> Speakers, thank you for competing! We will interview you later at the end of the International Contest. Please turn off your cameras.</p> <p><i>[Interview remaining contestants. Ask 2-3 questions. E.g. What club are you with? Why did you join Toastmasters? Interviews should approximately 5 minutes.]</i></p> <p><b>I want to thank all our contestants for their willingness to compete and improve their speaking skills. I applaud you all.</b></p> <p><b>At this time, we will take about a 10 minute break until we have been notified that the results have been completed. You may chat with others in the chat room, but please do</b></p>	<p>When Chief Judge and ballot counters agree on winners they leave the breakout room to join others.</p> <p>Chief Judge texts Chair with</p>

	<b>not comment on the contest proceedings.</b>	the winners in descending order 3 <sup>rd</sup> place to 1 <sup>st</sup> place for both contests. The Chief Judge texts any notification of disqualification to the Chair only.
	<b>If I could have your attention please. I have been informed of the Evaluation Contest results. I will now turn over the meeting to our International Speech Contest Chair, &lt;name&gt;</b>	
Contest Chair	<p><b>As we begin, please turn off your video and mute your microphone.</b></p> <p><i>[Optional: Joke Master or Inspirational Thought, Contest Chair Discretion]</i></p> <p>I will now Invite <b>_____joke master_____</b> to deliver the joke.</p> <p><b>Thank you joke master. Please turn off your video and mute your microphone.</b></p>	Co-host makes sure video is off and mics muted for everyone else
Contest Chair	<p><b>I will now begin with an overview of the International contest procedures, for the benefit of our guests and newer members.</b></p> <p>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.</p> <p>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, Speech Title, Contestant Name</p> <p><b>I will now address our Chief Judge <b>Name</b> to confirm that all the contestants, judges, and functionaries have been briefed. Please unmute your microphone and give us your report.</b></p>	Co-hosts check that all role players and International speakers are renamed using the proper naming convention. If incorrect, rename then.
Chief Judge	<p><b>Thank you.</b></p> <p>All of the contestants, judges, and functionaries have been briefed. All contestants are eligible to compete.</p> <p><b>Back to you, Contest Chair.</b></p>	
Contest Chair	<p><b>It is time to begin the International Speech Contest! The speaking order is Contest 1 &lt;name&gt;,2&lt;name&gt;,3&lt;name&gt;etc, for <b>&lt;Area #__ / Division x&gt;..</b></b></p> <p><b>Contestant 1, please turn on your video - can you hear me and can you see and pin the timer?</b></p> <p><i>[After they respond, Yes, I can hear you and see the timer, you may proceed with a formal</i></p>	<p>Co-Host 2 (Chat Monitor Co-Host) post the speaking order in the chat.</p> <p>Co-Host 3 (Recording Co-Host) record speakers</p>

Zoom Host	<p><i>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)]</i></p> <p><b>Contestant 1, _____, Title, Title, _____, Contestant 1</b></p> <p><b>Thank you, Contestant, number 1. Please turn off your video and mute your microphone. [Once this is done], One minute of silence for the judges to mark their ballots.</b></p> <p><b>Contestant 2, please turn on your video - can you hear me and can you see and pin the timer?</b></p> <p><i>[After they reply, Yes, I can hear you and see the timer, proceed with introduction].</i></p> <p><b>Contestant 2, _____, Title, Title, _____, Contestant 2</b></p> <p><b>Thank you, Contestant, 2. Please turn off your video and mute your microphone. [Once this is done], One minute of silence for the judges to mark their ballots.</b></p> <p><i>[Continue for all remaining contestants.] This concludes the &lt;Area #__ / Division x&gt; contest.</i></p> <p><i>[if hosting 2 Area contests in 1 meeting, otherwise skip ahead]</i></p> <p><b>I will now ask for 2 minutes of silence for our judges to complete their ballots from &lt;Area #__ / Division x&gt;.</b></p> <p><b>I will now introduce Contestants from &lt;Area #__ / Division x&gt;.</b> <i>[Follow same procedure for next Area if relevant.]</i></p> <p><b>Contestant #, _____, Title, Title, _____, Contestant #</b></p> <p><b>Thank you, Contestant, number #. Please turn off your video and mute your microphone. [Once this is done], One minute of silence for the judges to mark their ballots.</b></p> <p><i>&lt;repeat for each contestant&gt;</i></p> <p><b>This concludes &lt;Area #__ / Division x&gt; contest.</b></p> <p><b>Please remain silent until the Zoom host notifies us verbally that the judges, ballot counters, and timers have been moved to the breakout room.</b></p>	(optional)
Zoom Host	<b>All judges, ballot counters, and timers have been placed in the breakout room.</b>	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

<p>Contest Chair</p>	<p><b>We will now interview the contestants. Contestants, Please turn on your cameras.</b></p> <p><i>[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></p> <p><b>I want to thank all our contestants for their willingness to compete and share their speeches with us. I applaud you all.</b></p>	<p>results to Chief Judge.</p> <p>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.</p>
<p>Contest Chair</p>	<p><b>I will now thank our dignitaries and volunteers. When you are recognized, please turn on your camera.</b></p> <ul style="list-style-type: none"> <li>• First, I will start with our Dignitaries. Please turn on your camera and be recognized.</li> <li>• <i>[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 <a href="#">dignitary list</a>) or say, “_____, please turn on your camera to be recognized and call for groups in this order: Past District Directors and Governors, Members of the Trio, Division Directors, Area Directors]</i></li> <li>•</li> <li>• Recognize Chairs _____</li> <li>• Recognize Co-Host's: _____</li> <li>• Recognize Timers: _____</li> <li>• Recognize SAA – _____</li> <li>• Recognize Ballot Counters: _____</li> <li>• Recognize Chief Judge _____</li> <li>• Recognize any other helpers</li> </ul> <p><b><i>I will now take a moment to announce upcoming events: [Relevant Area contests, Division contests, District Contest. Only contest events should be announced]</i></b></p>	<p>When Chief Judge and ballot counters agree on winners they leave the breakout room to join others.</p> <p>Chief Judge texts Chair with the winners in descending order 3<sup>rd</sup> place to 1<sup>st</sup> place for both contests. The Chief Judge texts any notification of disqualification to the Chair only.</p>
<p>Contest Chair</p>	<p><b>Winner Announcement from Both Chairs, Evaluation then International Speech.</b></p> <p><i>If you have trophies, be prepared to show them on screen. If not, have co-host <a href="#">screenshare Division trophies.</a></i></p>	<p>Zoom host verifies that no one remains in a breakout room besides Contest room</p> <p>Co-host <a href="#">screenshares</a></p>

**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.*
- *Ask all Speech Contestants to turn their videos on. Everyone else should keep their videos OFF.*
- *If you have the*
- *Announce the winners of the contest in reverse order, pausing 5-7 seconds after each contestant so they can be recognized:*

**At this time, we are going to announce the winners. We announce the evaluation contest winners first. We ask this time all evaluation contestants to turn their videos on. All others are requested to keep their videos off.**

**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 on May 22nd.**

*[if Area level, customize for correct date and customize that top 2 will receive a plaque]*

*[Eval Chair announce ]*

- Third place
- Second place
- First place

**[Announce International speech winners - International Chair announce ]**

- Third place
- Second place
- First place

**Thank you for all being on this virtual Contest! Let's end by having everyone turning your video on. Go to Gallery View so we can see everyone. <Wait a few minutes>**

**Thank you all for attending. Contest Adjourned. You may all stay and mingle as long as you like.**

[trophies](#) (download andt before the contest to your Division)

Zoom host close Breakout Rooms and meeting when mingling done.