

Speech Contest Script

Suggestions for an outstanding contest

This guide is meant to assist you in running your contest. The order in which the contests are held is at the discretion of the Contest Chair or the person in charge of organizing the contests. Some factors to take into consideration are the number of contestants for each contest and if it will be a bilingual contest (a possibility of up to 4 contests). What's important is that your contests are run efficiently, fair and lots of FUN!

Useful Tips:

Time appreciation for your agenda:

- *Speech contest - Calculate 10 minutes for each speech contestant*
 - *Table Topics and Evaluation contest - Calculate 5 minutes for each contestant*
- These times will allow you time for introduction, applause, the speaker to sit down again and judging as well as a small buffer.*

Beginning the contest

If the contest is tight on time, after the contest chair has opened the contest with a brief introduction and welcoming words, note that it is mandatory to confirm:

- The rules have been reviewed with the chief judge and contestants.
- The contestants have been informed of the location of the timing lights.
- The taking of photographs during the speeches is not permitted.

Contestant Interviews:

- *The purpose of the contestant interview is mainly to allow the chief judge and ballot counters time to determine the winner. This event is not mandatory but nice to have. Interviews may take place after all contests have taken place*
- *If you choose to hold interviews between each contest, it is recommended that a contestant who participates in more than one contest not be interviewed until the contestant has participated in their last contest.*

If Time is an issue:

- *If you are short on time for whatever reason, there are no requirements to:*
 - a. *read or explain the Purpose of the contest;*
 - b. *explain eligibility requirements; and*
 - c. *explain the procedures,*
If covered, these are to be brief and remember that the only reason you would cover it is to familiarize newer members with the process for when they take the role.
This is a contest, not an educational session.
- *Holding interviews between each contests is not mandatory, Do so when it best suits the agenda. Typically this is an opportunity for the Chief Judge to tabulate the ballots.*

Good Luck and Have FUN!!

Speech Contest Script

Table Topics Contest

_ :00 PM Call the contest to Order and introduce the Contest Chair Sgt at Arms

_ :01 PM Welcome to the *(State level, Club/Area/Div/Dist) Table Topics* contest held at Contest Chair
(Location _____ Year _____)

_ :03 PM Background information for the benefit of guests and new members:
 The winner of the *Table Topics* contest will advance to the:
 Level: *(Area, Division, District) contest on:*

Date: _____

Location: _____

Rules

Mandatory

Confirm that:

- That the chief judge and contestants have been briefed and ready.
- The contestants have been informed of the location of the timing lights.
- The taking of photographs during the speeches is not permitted.

Purpose

(optional)

- Provide an opportunity for speakers to improve their speaking abilities and recognize the best as encouragement to all.
- Provide an opportunity to learn by observing other speakers.

Eligibility

To be eligible a contestant must:

- Be a member in good standing of a club in good standing in which the contestant is competing; i.e. dues sent and received at WHQ and maintain eligibility at all levels of any contest.
- Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.

Procedures

 **Note: If time is an issue, no need to explain the rules go straight to speaking order.**

- Recording speeches during the contest is not permitted without the preauthorization of the Contest Chair; if allowed, it will not distract the contestants.
- Turn off pagers, cell phones or any object that might make noise during the contest.
- No one is allowed in or out of the room while a contestant is speaking.
- All contestants will be escorted out of the room by the Sgt. at Arms and will be escorted back into the room one at a time once their time to speak has arrived.
- The Contest Chair will read the same Table Topic for all contestants. Normally a written copy of the Table Topic is shown to the contestant while the Chair repeats the topic twice.
- To eliminate perception of bias, instruct the sgt @ Arms to escort all contestants out of the room except the first contestant and introduce each contestant by announcing the contestant's name, topic, topic, and contestant's name.
- Time of speech is 2 minutes. Speeches less than 1 minute or more than 2 minutes 30 seconds will be disqualified.
- The lights (or cardboards if lights are not available) will be activated as follows (ensure the timekeepers activate the lights/cardboards as you indicate timelines):
 - Green Light at 1 minute
 - Amber Light at 1 minutes 30 seconds
 - *Red Light at 2 minutes and will stay on until the speaker has finished speaking. No notice shall be given to indicate a speaker has gone overtime.*
- There will be one minute of silence between speakers.
- Protests may be entered ONLY by the contestants or judges to either the Chief Judge and/or Contest Chair.
- After the results are announced, all decisions are final.

Speech Contest Script

Start of the Contest

_:10 PM If the location where the contest is held cannot prevent contestants outside the room from contacting the audience, no one will be allowed in or out of the room between the first contestant and the last contestant.

To eliminate perception of bias instruct the sgt @ Arms to escort all contestants out of the room except the first contestant and introduce each contestant by announcing the contestant's name, topic, topic, and contestant's name.


 *After each contestant allow one minute of silence for the judges.*

Speaking Order	Name	Speech Title (repeated twice)
1		
2		
3		
4		
5		
6		
7		
8		


After all contestants have spoken:

- Remind Judges to sign and raise their ballots when ready.
- Ask the Chief Judge and Ballot Counters to collect the Ballots.
- After all ballots are collected you may interview the Contestants

Remember:

 *That if a contestant(s) competed in any of the previous contest(s) and was not interviewed, please call these contestants to the front for their interview.*

 **Remember to hand out participation certificates at this time.**


 *If this is the first contest and time is a concern, go straight into the next contest after the Chief Judge has validated that all ballots have been collected and conduct all interviews at the end of the contest while the ballots are tabulated.*

_:00 PM Break, move on to next contest or Closing of Contest depending of choice of contest order.

Contest Closing

_:35 PM Announcements for the good of Toastmasters

_:40 PM Present Awards

 *(Traditionally, ask the highest designated Toastmaster to present the awards. For example, if a District Officer is present, them to present the awards.)*

_:45 PM (Optional) Closing Thought/Quote

Thanks:

Thank the Chief Judge, Judges (without naming them), Contest assistants, and participants without whom this contest would not have been possible.

_:50 PM Adjourn contest