

The background features the official logo of Toastmasters International. It is a circular emblem with a yellow border. Inside the border, the word "TOASTMASTERS" is written in a grey, sans-serif font along the top arc, and "INTERNATIONAL" is written along the bottom arc. The center of the logo depicts a globe with a grid of latitude and longitude lines. A large, stylized yellow letter "T" is superimposed over the globe. Two golden gavel handles are positioned on either side of the globe, with their heads resting on the top and bottom edges of the emblem.

Speech Contest Planning Guide

**Suitable for Toastmasters
Club, Area, and Division
Speech Contests**

**Courtesy of Michele Blumhagen - ACB/ALS
Created June 2008
Revised April 2009**

A Speech Contest Planning Guide

This guide is not meant to be “all inclusive” or a substitute for the Toastmasters Speech Contest Rulebook (<http://www.toastmasters.org/rules2009.aspx>). Rather it is meant to provide assistance to make sure you do not miss important steps. Knowing the rules set by Toastmasters International is one of the keys to a successful contest.

This guide assumes the use of a Contest Chair – one person through which all the contest information flows in and out. Many times the Chair will be the Area or Division Governor. Preparation will differ depending on what level of contest you are holding and what extras you want included as part of the contest (example – meal, educational session, etc.).

Objectives of Toastmasters Speech Contests

Speech contests are an important part of the Toastmasters International educational program. Speech contests provide:

- An opportunity for proficient speakers to gain contest experience;
- leadership opportunities for members;
- judging experience for members;
- an opportunity for members an opportunity to stretch themselves by speaking outside of their club comfort zone;
- opportunities for members who are not participating in the contest to learn by observing proficient speakers; and
- interesting educational programs for members and the public.

Speech Contests in District 78

One recommendation for club contests is to hold them at the same time every year. This enables members to plan ahead for the contest.

The “two week” references below come from the District 78 Procedures Manual.

Fall Contests – Table Topics and Humorous

Club level in August (recommended 2 weeks prior to the Area contest)

Area level in September (minimum 2 weeks prior to the Division)

Division level in October (minimum 2 weeks prior to the District)

District level in November at the Fall Conference

Spring Contests – Evaluation and International

(International is the only contest with a minimum 6 speech requirement)

Club level in February (recommended 2 weeks prior to the Area contest)

Area level in March (minimum 2 weeks prior to the Division)

Division level in April (minimum 2 weeks prior to the District)

District level in April at Spring Convention

Regional level in June at annual conference

International level in August at annual convention

Keys to a Successful Contest

A contest that is planned well in advance of the scheduled date will result in a successful event.

- Don't go it alone or reinvent the wheel! Talk to the former Area/Division Governor – Contest Chair – to find out what worked and what didn't at the previous contests.
- Start planning and promoting several months in advance.
- For Area and Division contests, involve all clubs in the Area/Division in the planning and putting on the contest.
- Select the contest officials well in advance, make sure they know the rules and judges have had training.
- Keep it simple.
- Be flexible.
- **Read the Rules!!! - Know the Rules!!!**

Basic Tasks of Every Contest

- Determine the budget for contest
- Select place and time for contest
- Determine contest agenda
- Arrange supplies and services (e.g. timing lights, forms, refreshments, etc.)
- Select Chief Judge and other officials
 - Judges (5 to 8 – *depending on level of contest*)
 - Timers (2)
 - Ballot Counters (2)
 - Sergeant at Arms (1 or more depending on the contest)
- Each Club/Area should supply two judges for the contests (*Area and Division contests*)
- Notify all contest officials and contestants of time and place of the contest
- Mail information packet to each contestant (if Area or Division contest this should be sent to you by previous Contest Chair)
 - Speech contest rules (#1171)
 - Biographical data sheet (#1189)
 - Speaker's Certification of Eligibility and Originality (#1183)
- Publicize the contest in your community
- Ensure all contestants are eligible to compete
- READ the official rulebook (<http://www.toastmasters.org/rules2009.aspx>) and both sides of the ballots

Time Frames

These time frames are approximate and will change depending on the level of the contest. For example a club contest can be organized in only a few weeks, while an Area or Division contest will take longer.

- 8 weeks before:
 - Read this guide and learn how to use it
 - Learn the “Do’s” and “Don’ts”
 - Acquire certificates (participation and place)
 - Acquire trophies

- Set the date and choose and reserve the location
- Appoint officials and possibly committees
- Start promoting contest during club visits (*for Area Governors*)
- 4 weeks before:
 - Ensure that all clubs (or Areas) will hold their own contests
 - Plan your strategy for maximizing attendance
 - Prepare flyers for publicity (Areas & Divisions) (*distribute to all clubs*)
- 2 weeks before:
 - Ensure all officials have been appointed
 - Obtain contestants' names if possible
 - Send information packets to all officials
- 1 week before:
 - Prepare the program/agenda
 - Print or obtain all the documents required for the contest
 - Confirm your arrangements with the location (facility). If offering a meal option this should be the cutoff for ordering
 - Confirm your officials
- 1 day before (one week to one day):
 - Provide final meal numbers to the facility (if applicable)
 - Finalize contest program/agenda and make copies
 - Practice the correct protocol (if acting as Contest Chair)

Location and Food Considerations

- Location
 - Large enough to hold attendees
 - Good lighting
 - Likely locations – corporate meeting rooms, community/library meeting rooms, restaurants if they have a meeting room
- Food
 - If providing refreshments buy assorted sweet/salty snacks and drinks – make sure you have water available
 - Provide paper/plastic glasses, plates, and napkins
 - If providing a meal, buffet works best, choice of three entrees (one vegetarian), keep cost low

Contest Officials

- At club level contests; contest chair, chief judge, at least five judges, a tiebreaking judge, three counters, and two timers should be appointed, as far as practical.
- At the area level contests; at least five judges or equal representation for the clubs composing the area, contest chair, chief judge, tiebreaking judge, three counters, and two timers.
- At division and district level contests; at least seven judges or equal representation from the areas composing the division or district, contest chair, chief judge, tiebreaking judge, three counters, and two timers. At the district contest, no judge shall be a member of the club represented by a contestant.

Roles and Responsibilities of Contest Officials

- Contest Chairperson/Toastmaster (*sample script in the appendix*)
 - Double check your supplies before leaving for the contest
 - Understand protest rules
 - If Table Topics contest, decide on the topic. Keep the question as brief as possible.
 - If Evaluation contest, arrange for a test speaker. Preferably one speaking from the Competent Communicator manual or giving a contest style speech.
 - Take registrations (if you are requiring this) (*Area and Division contests*).
 - Arrive early
 - Be prepared to draw for speaking order (papers, cards, *sample in the appendix*)
 - Plan & conduct contestant's briefing 15 – 30 minutes prior to the start of the contest (*see "pre-contest briefing checklist" page 10*)
 - Brief the audience; purpose of contest, contest procedure, identification of speaking platform, time and place the winner will compete at the next level.
 - Introduce speakers; give their name, their speech title, repeat their speech title, then their name again.
 - Ensure there is one minute of silence between speakers for the judges, and two minutes after all contestants have spoken.
 - Conduct interviews of each contestant at the conclusion of the contest. To keep the interviews consistent in length, ask the timer to time each interview for a period of time of your choosing. *NOTE: if a contestant is in more than one contest they are not interviewed until the conclusion of the last contest. The Toastmaster of the last contest will conduct the interview and present the Certificate of Participation.*
 - Announce any disqualifications
 - Present certificates and trophies (*in reverse order – 1st place last*)
 - Make necessary announcements
 - ♦ Date and location of next levels of the contest
 - ♦ 1st and 2nd place winners will need to complete the Notification of Contest Winner form before leaving
 - ♦ Any other announcements
 - Make contest interesting!
- Chief Judge
 - Arrive early
 - Double-check supplies (ballots, contest rules)
 - Understand tie-breaking rules
 - Understand protest rules and deal with protests as required.
 - Help contest Chairperson
 - Brief judges, Timers, and Ballot Counters 15 – 30 minutes prior to the start of the contest.
 - Select Tie-Breaking Judge (*identity not known to anyone but the Chief Judge*)
 - Oversee the counting of the ballots, and give the Contest Chair the results.
 - If there were any disqualifications place a note for the Contest Chair indicating that there was a disqualification but not the reason for it, or name of person(s) disqualified.
 - Collect and destroy the ballots
- Judges
 - Must be Toastmasters in good standing and should have completed at least six Competent Communicator manual projects and been a Toastmaster since July 1 of the

previous year. Judges at the District contest may not be from the same club as a contestant that is competing.

→ Will select a first, second and third place winner for each contest.

- Sergeant at Arms

- Set out materials and equipment

- Table Topics Contest: escort all contestants, except the first speaker, to the waiting area until it is their turn to speak (area where they can not hear the other speakers). Escort each speaker to the room as they are called. (may want two Sergeants at Arms)

- Evaluation Contest: escort all contestants to the waiting area until it is their turn to speak (area where they can not hear the other speakers). Announce time remaining for preparation and collect notes at the appropriate time. Escort each speaker to the room as they are called and provide their notes to them at that time. (may want two Sergeants at Arms)

- Timers

- Two timers will keep the times of the speeches independently of one another.

- One Timer will run the timing lights.

- Counters

- Two counters will collect the ballots from the judges and leave the room with the Chief Judge.

- All counters should be aware of how many judges there are, who they are, and where they are sitting.

- Counters should signal to each other how many ballots each has collected to ensure all ballots have been collected.

- The counters will count the ballots twice to ensure accuracy and post each speaker's points on the Counter's Tally Sheet.

- The final results are provided to the Chief Judge.

- Contestants

- Must ensure that they are eligible to compete

- Be aware of all the contest rules

- Enjoy themselves and do their best!!

- Audience

- Must be respectful and enjoy the contest

Equipment Checklist

Item Supplied	By Whom
Gavel	
Lectern	
USA flag	
Stopwatches/timing devices (2)	
Timing lights	
Timing cards (back-up – just in case)	
All forms - Judges guide - Ballots - Bio forms - Timing reports - Ballot counter sheets	
Trophies	
Certificates (participation & place)	
Clip boards	
Direction Signs – “contest here”	
Calligraphy pen	
Ballpoint pens	
Nametags	
Markers for nametags	
This guide	
Copy of the TI Speech Contest Rules	

Contest Chair “Day of” Checklist

- Put direction signs/location posters in place
- Make sure room is organized correctly (lectern, timers tables, registration table, etc)
- Make sure club banners are hung (if this is done)
- Make sure the agendas/programs are ready
- Verify that all the required documents are available
- Verify that all the required equipment is here
- Verify that all participants (officials and contestants) are here
- Brief the Chief Judge
- Brief the Sergeant at Arms
- Brief the contestants and draw for speaking order
- Verify that all the Biographical forms and Certificates of Originality have been received for each contestant (if applicable)
- Make sure certificates are written out as completely as possible (participation and place)
- Make sure room is returned to its original state after the contest
- 1 day after – send names of winners and alternates to next contest chair (Area or Division Governor or Lt. Governor Education & Training)

Speech Contest Rules

For Areas with five Clubs or less, within eight weeks of the contest, you have the option of allowing the 1st and 2nd place winners at the Club contest to advance to the Area level to compete. For Divisions with four Areas or less, you have the option of allowing the 1st and 2nd place winners at the Area contest to advance to the Division to compete. ***District 78 has historically practiced this option.***

The following comes from the 2009 Toastmasters International Speech Contest Rulebook.

<http://www.toastmasters.org/rules2009.aspx>

Eligibility

The Contest Chair should ensure the eligibility of each contestant. All Toastmasters who are members in good standing, of a club in good standing, are eligible to compete. For the International Speech contest, contestants must have completed at least six speeches from the Competent Communicator manual. The one exception is in regards to new clubs. Charter members of a club chartered since the previous July 1 are eligible to compete.

Eligibility must be maintained at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.

The following are not eligible to compete:

- Current District Officers and individuals who have announced their candidacy for the term starting July 1.
- Presenters of educational sessions at the event where the contest is being held.
- Contestants that have judged in the contest in which they are competing – even if it is in another Area, Division, or District.
- Contestants who have competed in another Area or above in that particular contest (example: members of more than one club can only represent one club).

General Procedures

- Contestants will be introduced by name, speech title, speech title, and their name.
- One minute of silence between speakers and two minutes at the end of the contest for the Judges to wrap up.
- Contestants may remain in the same room throughout the duration of the contest.
- In contests with four or fewer contestants first and second place will be announced. If five or more contestants first, second, and third will be announced.
- Announcement of winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers may immediately interrupt to correct the error.

Timing Rules

- Timing begins with the contestant's first definite communication with the audience – this may be verbal or non-verbal.
- For rules are as follows;
 - International and Humorous - green signal at 5 minutes, yellow at 6 minutes, red at 7 minutes and will remain until the conclusion of the speech.

- Evaluation – green at 2 minutes, yellow at 2 minutes 30 seconds, red at 3 minutes and will remain until the conclusion of the evaluation.
- Table Topics – green at 1 minute, yellow at 1 minute 30 seconds, red at 2 minutes and will remain until the conclusion of the Table Topic .
- No signal will be given for overtime.
- In the event of technical difficulty a speaker is allowed 30 seconds extra overtime.

Protests & Disqualifications

- Are limited to Judges and Contestants.
- Are logged with the Chief Judge or Contest Chair prior to the announcement of the winners.
- Contestants have an opportunity to respond to the Judges before disqualification based on originality.
- The Contest Chair may disqualify a contestant on the basis of eligibility.
- All decisions of Judges are final.

International Speech Contest (page 8 – TI 2009 Speech Contest Rulebook)

- Speech prepared by presenter must be substantially original. Any appropriate subject.
- Speeches will be 5 to 7 minutes. Contestants who speak less than 4 minutes 30 seconds or more than 7 minutes 30 seconds will be disqualified.
- An entirely new speech is required if moving on to compete at the Regional and also for the International.
- Winners at each district contest shall present a detailed outline of their winning speech in the district contest to the chief judge of the regional contest. Winners at regional will submit outlines of their district and regional speeches to World Headquarters.

Evaluation Contest (page 15 – TI 2009 Speech Contest Rulebook)

- Test speaker presents a 5-7 minute speech.
- All contestants hear the speech and are then escorted by the Sergeant at Arms to a separate room for 5 minutes to prepare their evaluation using materials of their choice.
- At the end of 5 minutes, the Sergeant at Arms takes every contestant's notes (except the first contestant). Notes are handed back to the contestants as they are introduced to present their evaluation.
- Evaluations will be 2 to 3 minutes. Contestants who speak less than 1 minute 30 seconds or more than 3 minutes 30 seconds will be disqualified.

Humorous Contest (page 20 – TI 2009 Speech Contest Rulebook)

- Speech prepared by presenter must be substantially original. Speech must be thematic in nature, and not a monologue (series of one-liners).
- Speeches will be 5 to 7 minutes. Contestants who speak less than 4 minutes 30 seconds or more than 7 minutes 30 seconds will be disqualified.

Table Topics Contest *(page 25 – TI 2009 Speech Contest Rulebook)*

- All contestants leave the room except the first speaker
- All contestants are given the same topic of a general nature and shall speak for one to two minutes. The topic shall not require a detailed knowledge but should lead to an opinion or conclusion
- Speeches will be 1 to 2 minutes long. Contestants who speak less than one minute or more than 2 minutes 30 seconds will be disqualified.

If any contest has only 1 contestant, conduct the contest. This serves two purposes:

- Verifies that the contestant speaks within the time limits
- Allows the contestant to get valuable practice for the next level

Pre-Contest Briefing Checklist:

To be completed at the contest (contest Chair):

- _____ Have Chief Judge brief the Judges, Timers, and Ballot Counters
- _____ Verify all contestants are present
- _____ Verify pronunciation of contestant's names (may want to spell out phonetically)
- _____ Draw for speaking position
- _____ Verify speech titles
- _____ Review contest rules and rules for protests
- _____ Review timing
- _____ Review location of the timing lights
- _____ Confirm the speaking area with the contestants
- _____ Allow contestants to test sound equipment (if applicable)

Judges Briefing Checklist

- _____ Information packet to each judge (judge's guide and ballot, contest rules, list of contestants)
- _____ Review with the Judges;
 - the contest rules including rules for protests
 - the judging form
 - the speaking area
 - remind them not to consider the timing
 - seating – remind them to be well dispersed among the audience
 - strongly discourage bias of any kind
 - introduce the Ballot Counters
- _____ Review the Counter's Tally sheet and instructions with the Ballot Counters
- _____ Review time record sheet and timing instructions with the Timers

Forms and Supplies *(see appendix for examples)*

- Judging ballots for each contest
 - International Speech Contest (#1172)
 - Humorous Speech Contest (#1191)
 - Table Topics Contest (#1180)
 - Evaluation Contest (#1179)
- Tie-breaker judges ballots for each contest
 - International Speech Contest (#1188)
 - Humorous Speech Contest (#1191A)
 - Table Topics Contest (#1180A)
 - Evaluation Contest (#1179A)
- Time record sheet (#1175)
- Counter's tally sheet (#1176)
- Speaker's certificate of eligibility & originality (#1183)
- Notification of contest winner (#1182)
- Speech contest rulebook (#1171)

Fliers/Publicity *(see appendix for examples)*

Fliers to publicize the contest should be mailed to club presidents, Area and/or Division Governors, and the members of the Leadership Trio at least 4 weeks before the event. Below is a list of suggested information;

- Title
- Date and day of the week
- Time (specify registration, meal, contestant, and judges meeting times & contest times)
- Location of contest and directions or a map
- Admission price and to whom the checks should be made payable to (if charging admission – usually to cover the meal if offered)
- Contact for registration and deadline
- Who is invited to attend

Sample Contest Agenda/Program *(see appendix for examples)*

The contest program should contain the following:

- Agenda for the evening
- Names of contestants (in alphabetical order). Do not include home club, educational level or title of their speech.
- Names of Area/Division Governor, Contest Chair/Toastmaster, Chief Judge, Timers, Ballot Counters, Sergeant & Arms

The program may also contain the following:

- Summary of judging criteria or copy of the ballot
- List of clubs/presidents in the area
- Toastmasters International Mission or Club Mission

Appendix A

Sample Speech Contest Budget

<u>Revenue</u>	
Registration Fee	\$
Club Contributions(s)	\$
Total Income	\$
<u>Expenses</u>	
Facility Rental Fee	\$
Meal Cost	\$
Refreshment Cost	\$
Advertising	\$
Registration Material	\$
PA System Rental	\$
Printing (programs/agendas, etc)	\$
Trophies and Awards	\$
Engraving	\$
Other	\$
Total Expenses	\$
<i>Contests must be self-sustaining and can not produce a loss.</i>	

Appendix B

Sample Speech Contest Planner

Date: _____

Location: _____

Time: _____

Cost per Club (if applicable): _____

<u>Action</u>	<u>Notes</u>
Arrange facilities	
Contestant's Packets	
Judge's Packets	
Table Topic Question	
Test Speaker (Eval Contest)	
Obtain Certificates	
Obtain Trophies	
Program/Agenda	

Appendix C

SAMPLE INTERNATIONAL CONTEST SCRIPT

Contest Chair starts the contest by saying:

“The purposes of the International Speech Contest are to provide an opportunity for speakers to improve their speaking abilities, to recognize the best as encouragement to all, and to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training”.

The judges, contestants, and all other officials have been fully briefed on the rules. The contestants have been informed of the location of the timing lights.

There will be no photography during the contest. The sergeants-at-arms has been instructed to close the doors and not admit anyone while the speakers are giving their presentations. Please turn off your cell phones, pagers, and any other noise makers for the duration of this contest.

Timers, please make a last check of the timing lights.

Protests are limited to judges and contestants. The decision of the judges is final. Announcement of the results is final.

The contestants have drawn their speaking positions. The order is: (read names of contestants in speaking order)

Contestants are permitted to remain in the room throughout the contest. There will be one minute of silence between contestants for the judges to mark their ballots. During that time, you may quietly enter or leave the room. Please do not talk during this time. At the conclusion of the contest, the ballot counters will collect the judges’ ballots. The timers will deliver their reports to the chief judge.

Are the timers ready?

Contest Chair introduces the first contestant:

Note: Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker’s club or place of residence.

“Ladies and Gentlemen, our first contestant! _____ (contestant name),
_____ (speech title), _____ (speech title),
_____ (contestant name).”

After the first speech, **Contest Chair** calls for one minute of silence. *Note: Do not comment on the speech or the contestant. It is the responsibility of the Contest Chair to use the gavel to maintain silence during this period.*

Repeat this introduction and conclusion for each contestant, including the final contestant. After the final contestant, allow two minutes of silence for the judges to complete their ballots.

Contest Chair congratulates all contestants and calls for applause.

Contest Chair recognizes the following officials:

- Ballot Counters
- Timers
- Sergeant-at-arms
- Judges (anonymous)
- Chief Judge

Contest Chair calls each contestant forward in speaking order for interviews and presentation of participation certificate. **Contest Chair** interviews each contestant, asks him or her to give the club name and number, and asks one question (using the biographical information form), limiting the time for the answer if necessary.

Contest Chair congratulates all contestants as a group and calls for applause.

After results have been tabulated, **Contest Chair** announces time disqualification, if any, without naming the contestant.

Contest Chair announces winners in the order: third place, second place, and first place.

Note: All levels of contests must abide by the Speech Contest Rules which state: "In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced." In other words, even if there are only three contestants, the second and first place winners must be announced.

SAMPLE EVALUATION CONTEST SCRIPT

Contest Chair starts the contest by saying:

“The purposes of the Evaluation Contest are to encourage development of evaluation skills, to recognize the best as encouragement to all, and to provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training.

The judges, contestants, and other officials have been fully briefed on the rules. The contestants have been informed of the location of the timing lights.

There will be no photography during the contest. The sergeant-at-arms has been instructed to close the doors and not admit anyone while the speakers are giving their presentations. Please turn off your cell phones, pagers and other noise makers for the duration of this contest.

Timers, please make a last check of the timing lights.

Protests are limited to judges and contestants. The decision of the judges is final. Announcement of the results is final.

The contestants have drawn their speaking positions. The order is: (read names of contestants in speaking order)

The contest will begin with a test speech. Following the test speech, the contestants will be escorted by the sergeant-at-arms to a preparation room where they will have 5 minutes to prepare their evaluations. At the end of the 5 minutes, the sergeant-at-arms will collect the notes from all of the contestants except the first one. The first contestant will be escorted back to this room to give the evaluation. The other contestants will receive their notes back as they are introduced to present their evaluations. There will be one minute of silence between contestants for the judges to mark their ballots. During that time, you may quietly enter or leave the room. Please do not talk during this time. At the conclusion of the contest, the ballot counters will collect the judges’ ballots. The timers will deliver their reports to the chief judge.

Are the timers ready?

Ladies and Gentlemen, Let’s give our attention to the test speech:

_____ (test speaker name), _____ (speech title),
_____ (speech title), _____ (test speaker name).”

Note: The test speech should be either a contest-type speech, or taken from one of the assignments in the basic Communication and Leadership Program manual. Neither the manual project nor any objectives that the test speaker may have shall be made known to the contestants, judges, or audience.

At the completion of the test speech, **Contest Chair** instructs Sergeant-at-arms to accompany contestants to the preparation room as follows:

“The sergeant-at-arms is instructed to escort the contestants to the preparation room. The timers will commence a 5-minute time period when the last contestant leaves this room.”

Timers start the 5 minutes after the contestants have left the room; give a green light at 3 minutes, an amber light at 4 minutes, and a red light at 5 minutes.

After the contestants have left, **Contest Chair** keeps the meeting going by using filler materials, e.g., clean jokes.

At the end of five minutes, **Contest Chair** instructs Sergeant-at-arms to bring first contestant to the room. **Contest Chair** introduces the contestant as in this example:

“The first contestant, _____ (name), _____
(repeat name), the first contestant”

After the first evaluation, **Contest Chair** calls for one minute of silence.

Note: Do not comment on the speech or the contestant. It is the responsibility of the Contest Chair to use the gavel to maintain silence during this period.

Repeat this introduction and conclusion for each contestant, including the final contestant. After the final contestant, allow two minutes of silence for the judges to complete their ballots.

Contest Chair asks if all ballots have been collected.

Contest Chair congratulates all contestants and calls for applause.

Contest Chair recognizes the following contest officials:

- Ballot Counters
- Timers
- Sergeant-at-arms
- Judges (anonymous)
- Chief Judge
- Test Speaker

Contest Chair calls each contestant forward in speaking order for interview and presentation of participation certificates.

Contest Chair congratulates all contestants as a group and calls for applause.

After results have been tabulated, **Contest Chair** announces time disqualification, if any, without naming the contestant. **Contest Chair** announces winners in the order: third place, second place, and first place.

Note: All levels of contests must abide by the Speech Contest Rules which state: “In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced.” In other words, even if there are only three contestants, the second and first place winners must be announced.

SAMPLE HUMOROUS SPEECH CONTEST SCRIPT

Contest Chair starts the contest by saying:

“The purposes of the Humorous Speech Contest are to provide an opportunity for speakers to improve their speaking abilities, to recognize the best as encouragement to all, to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the value of humor in speaking.

The judges, contestants, and other officials have been fully briefed on the rules. The contestants have been informed of the location of the timing lights.

There will be no photography during the contest. The sergeant-at-arms has been instructed to close the doors and not admit anyone while the speakers are giving their presentations. Please turn off your cell phones and pagers for the duration of this contest.

Timers, please make a last check of the timing lights.

Protests are limited to judges and contestants. The decision of the judges is final. Announcement of the results is final.

The contestants have drawn their speaking positions. The order is:
(read names of contestants in speaking order)

Contestants are permitted to remain in the room throughout the contest. There will be one minute of silence between contestants for the judges to mark their ballots. During that time, you may quietly enter or leave the room. Please do not talk during this time. At the conclusion of the contest, the ballot counters will collect the judges’ ballots. The timers will deliver their reports to the chief judge.

Are the timers ready?

Contest Chair introduces the contestant as in the following example.

Note: Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker’s club or place of residence.

“Ladies and Gentlemen, our first contestant! _____ (contestant name),
_____ (speech title), _____ (speech title),
_____ (contestant name).”

After the first speech, **Contest Chair** calls for one minute of silence.

Note: Do not comment on the speech or the contestant. It is the responsibility of the Contest Chair to use the gavel to maintain silence during this period.

Repeat this introduction and conclusion for each contestant, including the final contestant. After the final contestant, allow two minutes of silence for the judges to complete their ballots.

Contest Chair congratulates all contestants and calls for applause.

Contest Chair recognizes the following officials:

- ❑ Ballot Counters
- ❑ Timers
- ❑ Sergeant-at-arms
- ❑ Judges (anonymous)
- ❑ Chief Judge

Contest Chair calls each contestant forward in alphabetical order for interview and presentation of the participation certificate.

Contest Chair interviews each contestant, asks him or her to give the club name and number, and asks one question (using the biographical information form), limiting the time for the answer if necessary.

Contest Chair congratulates all contestants as a group and calls for applause.

After results have been tabulated, **Contest Chair** announces time disqualification, if any, without naming the contestant. **Contest Chair** announces winners in the order: third place, second place, and first place.

Note: All levels of contests must abide by the Speech Contest Rules which state: "In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced." In other words, even if there are only three contestants, the second and first place winners must be announced.

SAMPLE TABLE TOPICS CONTEST SCRIPT

Contest Chair starts the contest by saying:

“The purposes of the Table Topics Contest are to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, to encourage development of impromptu and extemporaneous speaking skills, and to recognize the best as encouragement to all.

The judges, contestants, and other officials have been fully briefed on the rules. The contestants have been informed of the location of the timing lights.

There will be no photography during the contest. The sergeant-at-arms has been instructed to close the doors and not admit anyone while the speakers are giving their presentations. Please turn off your cell phones, pagers, and any other noise maker for the duration of this contest.

Timers, please make a last check of the timing lights.

Protests are limited to judges and contestants. The decision of the judges is final. Announcement of the results is final.

The contestants have drawn their speaking positions. The order is:
(read names of contestants in speaking order)

All contestants will be given the same topic. When the contest begins, the sergeant-at-arms will escort all contestants except the first to a waiting room. The topic is then read to the first contestant, who will speak on that topic for one to two minutes. There will be one minute of silence between contestants for the judges to mark their ballots. During that time, you may quietly enter or leave the room. Please do not talk during this time. At the conclusion of the contest, the ballot counters will collect the judges' ballots. The timers will deliver their reports to the chief judge.

Are the timers ready?

Sergeant-at-arms, please escort all contestants, except contestant No. 1, to the waiting room. Let me know when that has been accomplished.

The **SERGEANT-AT-ARMS** conducts the first contestant to the speaking area.

Contest Chair introduces the contestant as in the following example.

Note: Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's club or place of residence.

“The first contestant, _____ (name), _____ (topic),
(repeat topic), (repeat name).”

After the first speech, **Contest Chair** calls for one minute of silence. *Note: Do not comment on the speech or the contestant. It is the responsibility of the Contest Chair to use the gavel to maintain silence during this period.*

Repeat this introduction and conclusion for each contestant, including the final contestant. After the final contestant, allow one additional minute of silence for the judges to complete their ballots.

Contest Chair congratulates all contestants and calls for applause.

Contest Chair recognizes the following officials:

- Ballot Counters
- Timers
- Sergeant-at-arms
- Judges (anonymous)
- Chief Judge

Contest Chair calls each contestant forward in speaking order for interview and presentation of participation certificate.

Contest Chair congratulates all contestants as a group and calls for applause.

After results have been tabulated, **Contest Chair** announces time disqualification, if any, without naming the contestant.









Contest Chair announces winners in the order: third place, second place, and first place.

Note: All levels of contests must abide by the Speech Contest Rules which state: "In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced." In other words, even if there are only three contestants, the second and first place winners must be announced.

Appendix D

Print this document – cut out – and use to draw for speaking order

After each contestant draws, write their name and speech title on the slip of paper.

 Speaking Order No. 1	<hr/> Contestant's Name <hr/> Title of Speech	 Speaking Order No. 2	<hr/> Contestant's Name <hr/> Title of Speech
 Speaking Order No. 3	<hr/> Contestant's Name <hr/> Title of Speech	 Speaking Order No. 4	<hr/> Contestant's Name <hr/> Title of Speech
 Speaking Order No. 5	<hr/> Contestant's Name <hr/> Title of Speech	 Speaking Order No. 6	<hr/> Contestant's Name <hr/> Title of Speech
 Speaking Order No. 7	<hr/> Contestant's Name <hr/> Title of Speech	 Speaking Order No. 8	<hr/> Contestant's Name <hr/> Title of Speech