

SAMPLE CONTEST SCRIPT - Spring

- Area governor brings the agendas. Contestants arrive, complete eligibility forms and bios. The bios go to the interviewer.
- Contest chair presides as contestants draw for order.
- Chief judge gives ballots to judges, and briefs contestants and judges.
- Chief judge tells the ballot counter who the tie breaking judge is.
- At contest time, area governor leads pledge if she wants, welcomes everyone, introduces contest chair, if different person.
- Contest chair introduces Chief judge, who reads the rules. Chief judge says:

* For the Evaluation Contest:

- * The purposes of the contest are to recognize the best evaluators, and provide encouragement to all.
- * All members in good standing of club in good standing are eligible.
- * Contestants have drawn for order. The Contest Chair will announce the order.
- * The Contest Chair will define the speaking area.
- * The model speaker will deliver a 5 to 7 minute speech. Contestants can take notes during the speech. At the conclusion of the model speech the sergeant at arms will lead the contestants outside to a waiting area. Contestants will have 5 minutes to expand their notes. At the end of the 5 minute period, the sergeant will collect the notes from contestants 2 through n. The first contestant will be escorted back to the contest room to deliver his or her evaluation. At the conclusion of the evaluation judges will have a minute to score the evaluation. The second contestant will return to the contest room, will receive his or her notes, and will deliver his or her evaluation. And so on until all contestants have delivered evaluations. The judges will vote for first, second, and third place contestants. Judges, please sign and detach your vote from the judging form for the counters to collect.
- * A tie breaking judge has been chosen, and the contest chair and chief judge know who that is.
- * Evaluations are 2 to 3 minutes, with a 30 second allowance at either end. So to qualify, evaluations must be between 1 minute and 30 seconds, and 3 minutes and 30 seconds.
- * Timer, please raise a green flag at 2 minutes. Hold that up for 30 seconds. At 2 minutes and 30 seconds please raise a yellow flag. Hold that up for 30 seconds. At 3 minutes please raise a red flag. The red flag will remain up until the end of the evaluation. There will be no indication a speaker has gone over time.
- * Judges, please don't time. Please judge all contestants as though they're within time.
- * Turn off cell phones please.
- * Protests may be lodged with the contest chair or chief judge by contestants and judges prior to the announcement of the results.
- * Contestants have until the contest chair is introduced, about 1 minute from now, to arrive.
- * Judges and contestants have been briefed.
- * Are there any questions?

- Chief judge returns control to chair.

- Chair announces the speaking order. At this point, contestants not present are disqualified.
- Chair introduces the model speaker who delivers a 5 to 7 minutes speech.
- Sergeant at arms escorts the contestants and the timer to the ready room, out of ear shot. Once contestants are seated, the timer gives contestants 5 minutes to expand their notes. In the main contest room, the area gov promotes the next level of contests and the district, regional, and international conferences.
- Once the five minutes have expired, the sergeant at arms collects the notes from contestants 2 through N, and leads the first contestant back to the contest room with his / her notes.
- Contest Chair says "Contestant 1, (name of contestant)". Contestant 1 comes to lectern. Audience applauds. Contest Chair says the name again, and sits down nearby.
- Contestant 1 has between 1½ minutes and 3½ minutes to respond. Timer raises a green at 2, yellow at 2½, red at 3, which stays up until the end of the response.
- At end of the response, Contest Chair goes back to lectern, shakes hands with contestant, contestant sits down. Contest Chair says "One minute of silence for the judges to score. Timer, please give me a green at one minute. Sergeant at arms, please admit the next contestant." When the minute is up, Contest Chair says "Time. Does any judge need more time?" Wait until all the judges have scored.
- Contest Chair says "Contestant 2, (name of contestant)". Contestant 2 comes to lectern. Audience applauds. Contest Chair says the name again and sits down nearby.
- Contestant 2 has between 1½ minutes and 3½ minutes to respond. Timer raises a green at 2, yellow at 2½, red at 3, which stays up until the end of the response.
- At end of the response, Contest Chair goes back to lectern, shakes hands with contestant, contestant sits down. Contest Chair says "One minute of silence for the judges to score. Timer, please give me a green at one minute. Sergeant at arms, please admit the next contestant." When the minute is up, Contest Chair says "Time. Does any judge need more time?" Wait until all the judges have scored.
- Contest Chair says "Contestant 3, (name of contestant)". Contestant 3 comes to lectern. Audience applauds. Contest Chair says the name again and sits down nearby.
- and so on, until all contestants have responded. Contest Chair says "Two minutes of silence for the judges to score. Timer, please give me a green at two minutes. Judges, please remember to sign your ballots, rip off the coupon at the bottom of the ballot, hold up your ballot when you're ready. Ballot counter, please collect the ballots."
- When the ballot counter has all the ballots, the contest chair announces a brief bathroom break. Chief judge and counter go to the ready room to tally up. Contest chair calls international speech contestants to the lectern to draw for order.
- After the break, The area governor asks everyone to reconvene, introduces international speech contest chair, if a different person. Contest chair introduces Chief judge, who reads the rules:

* For the International Speech Contest:

* The purposes of the contest are to recognize the best speakers, and provide encouragement to all.

- * Members in good standing with at least six basic speeches in clubs in good standing are eligible.
- * Contestants have drawn for order. The Contest Chair will announce the order.
- * The Contest Chair will define the speaking area.
- * The speaker will deliver a substantially original 5 to 7 minute speech. Speakers who quote published material must cite the source. The judges will vote for first, second, and third place contestants. Judges, please sign and detach your vote from the judging form for the counters to collect.
- * A tie breaking judge has been chosen, and the contest chair and chief judge know who that is.
- * Speeches are 5 to 7 minutes, with a 30 second allowance at either end. So to qualify, speeches must be between 4 minutes and 30 seconds, and 7 minutes and 30 seconds.
- * Turn off cell phones please.
- * Timer, please raise a green flag at 5 minutes. Hold that up for 1 minute. At 6 minutes please raise a yellow flag. Hold that up for 1 minute. At 7 minutes please raise a red flag. The red flag will remain up until the end of the speech. There will be no indication a speaker has gone over time.
- * Judges, please don't time. Please judge all contestants as though they're within time.
- * Protests may be lodged with the contest chair or chief judge by contestants and judges prior to the announcement of the results.
- * Contestants have until the contest chair is introduced, about 1 minute from now, to arrive.
- * Judges and contestants have been briefed.
- * Are there any questions?

- Chief judge returns control to the contest chair.
- Chair announces the speaking order. At this point, contestants not present are disqualified.
- Contest chair introduces the first contestant by saying the contestant's name, speech title, speech title, name, shakes hands, and sits down.
- Contestant 1 has between 4½ minutes and 7½ minutes to speak. Timer raises a green at 5, yellow at 6, red at 7, which stays up until the end of the speech.
- At end of the speech, contest chair goes back to lectern, shakes hands with contestant, contestant sits down. Chair says "One minute of silence for the judges to score. Timer, please give me a green at one minute." When the minute is up, chair says "Time. Does any judge need more time?" Wait until all the judges have scored.
- and so on, until all contestants have delivered their speeches. Chair says "Two minutes of silence for the judges to score. Timer, please give me a green at two minutes. Judges, please remember to sign your ballots, rip off the coupon at the bottom of the ballot, hold up your ballot when you're ready. Ballot counter, please collect the ballots."
- When the ballot counter has all the ballots, the counter and Chief judge go outside to tally. The contest chair introduces the interviewer, if different. The interviewer asks each contestant which club they represent, how long they've been in toastmasters, and one or two questions from their bio. The interviewer gives contestants certificates of participation. The counter gives the results to the area governor. The interviewer returns control to the area governor. The area governor asks the division governor to announce when and where

the division contests and district conference will be. The area governor reminds clubs to file their semi-annual renewals, and makes other announcements, if any. The area governor compliments all the contestants, and thanks the judges, Sergeant at arms, counter, timer, Contest Chair, Chief judge, and host club. The area governor announces results and awards trophies. We adjourn and clean up.