

## 1. Welcome and Opening Remarks:

*In your own words:*

*Welcome & Introductory Remarks  
Identify the Area / Division / Contest*

*Recognize dignitaries:*

*Follow dignitary sign-in sheet  
Protocol includes position titles, and TI level achieved*

## 2. Contest Etiquette & Protocol Requests

In order to ensure a fair and efficient contest experience, there are several considerations that all attendees are asked to honor:

The “Chat” function in Zoom will be disabled for the contest proceedings. Should you have any kind of technical emergency situation, you will only be able to send a chat note to the Zoom host/ co-host.

During the contest proper, please keep your microphones muted. While verbal reactions (laughter, etc.) from audience members are often welcome in a speech contest, the virtual reality is that those same sounds and background noises can be distracting; or disruptive.

Please keep your webcams off during the contest. According to TI, “All audience members will mute their microphones and turn off their webcams while a contestant is speaking.”

Also, webcams require the greatest amount of bandwidth, and with many feeds happening simultaneously, there is more potential for disruptions.

Toastmasters International has identified the following statement to clarify the privacy policy for online speech contests:

By attending this remote Area, Division or District 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 of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

### 3. Announcement of the Agenda:

*Show slides*

We will have two contests: The Speech Evaluation Contest, and the International Speech Contest.

The first contest will be the Evaluation Contest. When that contest has concluded, we will have a short intermission.

After the break, we will conduct the International Speech Contest.

At the conclusion of both contests, we will interview our contestants, and then announce the winners.”

### 4. Contest Overview & Introduction

Contestants, timers, ballot counters and the sergeant at arms / Zoom hosts have all been briefed prior to the beginning of this contest. Everyone is aware of the Toastmaster International rules that govern this contest.

Once the contest has begun, the Zoom hosts will monitor access to the contest. I ask that audience members please mute themselves and turn off their videos.

There will be one minute of silence between each of the contestants for the judges to complete their ballots. After the contest, please be patient until it is determined that all ballots have been collected.

When the contest is finished, I will invite you to show your appreciation to the contestants with a big round of applause at that time.

Thank you for your cooperation....and with that said,  
**LET THE CONTEST BEGIN!!!!**

I will now give the speaking order for the Speech Evaluation Contest:

**Contestant #1:** \_\_\_\_\_

**Contestant #2:** \_\_\_\_\_

**Contestant #3:** \_\_\_\_\_

**Contestant #4:** \_\_\_\_\_

**Contestant #5:** \_\_\_\_\_

**Contestant #6:** \_\_\_\_\_

## 5. Introduction of Target Speaker:

In order to conduct an Evaluation, Contest, there must be a speech for our contestants to evaluate. To provide this, we have invited a target speaker.

Please help me welcome our target speaker, : \_\_\_\_\_

*NOTE:* Can you see the timer? Have you pinned the timer?

*Coordinate speaker with timer* Timer are you ready?

State target speaker's name: \_\_\_\_\_

Speech title: \_\_\_\_\_

Repeat speech title: \_\_\_\_\_

Target speaker's name: \_\_\_\_\_

*NOTE:* Please turn off YOUR camera & mic during the target speech!

## 6. Instructions for the Contest Proper

At this time, I will ask the Sergeant At Arms (Zoom co-host) to escort all of the contestants to the designated breakout room. Once settled, they will be given 5 minutes to prepare their comments.

*NOTE:*

*Allow the Sergeant at Arms / Zoom co-host to escort the contestants to the breakout room. Verify that all contestants have been moved to the breakout room, then, begin the interview.*

## 7. Target Speaker Interview

Let's hear from our target speaker, and get to know them a little better :

*NOTE:*

*Conduct interview, using sample questions as a guide.*

- Sample Questions:*
1. Please tell us your name, and what club you represent.
  2. How long have you been a Toastmaster?
  3. What educational level in TM have you achieved?
- (Alternate #3.)*
- What goals are you hoping to achieve in TM?
  4. Choose one question from the speaker profile.

*Present certificate.*

At this time, I'd like to thank you for serving as our target speaker, today and present you with this certificate of participation .Please join me in recognizing our target speaker with a round of applause in appreciation! Thank you, \_\_\_\_\_

## 8. Contestant Presentations (Contest Proper):

It is now time to hear from our contestants. Again, I will ask you to mute yourself, and turn off your cameras during the contestant’s presentations.

There will be one (1) minute of silence between each contestant.

Time Keepers, when I advise you to do so, please signal with the green light when one (1) minute is up.

After all of the contestants have spoken, the judges will be given as much time as they need to complete their ballots.

*NOTE:* We will now begin the Contestant’s Presentations.

*Coordinate speaker with timer*

*Example:*

*Timer...Are you Ready?*

*Contestant...Can see the timer?*

*Contestant: Have you pinned the timer?*

**Evaluation Contestant #1,**

*Name*

*Name*

**Evaluation Contestant #1,**

*NOTE:* Please turn off *YOUR* camera & mic during the contestant’s presenta-

**Evaluation Contestant #1,**

*<Contestant #1 gives his / her response. >*

*NOTE:* Wait for the timer to indicate the one minute has expired, then announce the next contestant. Coordinate the speaker with the timer in the same way for every contestant to ensure consistency and accuracy.

Judges: you now have one minute to mark your ballots.

*NOTE:* After the final contestant has spoken, announce the following:

Please remain silent until the judges submit their ballots.

*NOTE:* **Wait** until the Chief Judge announces that all of the ballots have been collected. The Chief Judge and Ballot Counters leave the room to tabulate the results.

## 9. Contestant Appreciation:

At this time, I'd like to invite you to once again, turn ON your microphones, and turn ON your cameras so that we can celebrate our contestants and show them how much we appreciate their efforts.

Please help me by applauding:

**Contestant #1:** \_\_\_\_\_

**Contestant #2:** \_\_\_\_\_

**Contestant #3:** \_\_\_\_\_

**Contestant #4:** \_\_\_\_\_

**Contestant #5:** \_\_\_\_\_

**Contestant #6:** \_\_\_\_\_

*NOTE: Lead the applause for all of the contestants.*

## 10. District Announcements & Break

While we are waiting for the votes to be counted, let's hear about some upcoming events and activities in the district. <Play video.>

*NOTE: Lead the applause for the announcements Calculate the time available for a break, up to 10 minutes. Identify and announce the specific time that the next contest, International Speech Contest will begin. Coordinate with timer.*

## 11. International Speech Contest Overview & Introduction

Let us begin our next contest, the International Speech Contest. Once the contest has begun, the Zoom hosts will monitor access to the contest. Again, I ask all of our audience members to please mute themselves and turn off their videos. After the contest, please be patient until it is determined that all ballots have been collected. Here is the speaking order for the International Speech Contest:

**Contestant #1:** \_\_\_\_\_

**Contestant #2:** \_\_\_\_\_

**Contestant #3:** \_\_\_\_\_

**Contestant #4:** \_\_\_\_\_

**Contestant #5:** \_\_\_\_\_

**Contestant #6:** \_\_\_\_\_

## 12. Instructions for the Contest Proper:

We will now proceed with the International Speech Contest. There will be one (1) minute of silence between each contestant.

Time Keepers, when I advise you to do so, please signal me with the green light when that one (1) minute of time is up.

After all the contestants have spoken, the judges will be given all the time they need to complete and submit their ballots.

## 13. Contestant's Presentations (Contest Proper):

*NOTE: Coordinate speaker with timer*

*Example: Timer...Are you Ready?  
Contestant...Can see the timer?  
Contestant: Have you pinned the timer?*

**International Speech Contestant #1,**

**State name:** \_\_\_\_\_, **Speech Title,** \_\_\_\_\_

**Speech Title** \_\_\_\_\_ **State name:** \_\_\_\_\_

*NOTE: Please turn off YOUR camera & mic during the contestant's speech!*

<Contestant #1 gives his / her presentation. >

**Judges: you now have one minute to mark your ballots.**

**Timer: please notify me with the green card when one minute has elapsed.**

*NOTE: Wait for the timer to indicate the one minute has expired, then announce the next contestant. Coordinate the speaker with the timer in the same way for every contestant to ensure consistency and accuracy.*

**Repeat this procedure for all remaining Contestants**

*NOTE: After the final contestant has spoken, announce the following:*

Please remain silent until the judges submit their ballots.

*NOTE: **Wait** until the Chief Judge announces that all of the ballots have been collected. The Chief Judge and Ballot Counters leave the room to tabulate the results.*

## 14. Contestant Appreciation:

At this time, I'd like to invite you to once again, turn ON your microphones, and turn ON your cameras so that we can celebrate our contestants and show them how much we appreciate their efforts.

Please help me by applauding:

**Contestant #1:** \_\_\_\_\_

**Contestant #2:** \_\_\_\_\_

**Contestant #3:** \_\_\_\_\_

**Contestant #4:** \_\_\_\_\_

**Contestant #5:** \_\_\_\_\_

**Contestant #6:** \_\_\_\_\_

*NOTE: Lead the applause for all of the contestants.*

## 15. Contestant Interviews:

Now it is time to get to know our contestants! First, we will interview our Evaluation Contestants, in the order that they appeared.

Please be sure that your videos are on, so that you'll be able to show your support and appreciation!

*NOTE: Conduct interviews, using sample questions as a guide.*

*Present certificate of appreciation.*

- Sample Questions:*
- 1. Please tell us your name, and what club you represent.*
  - 2. How long have you been a Toastmaster?*
  - 3. What educational level in TM have you achieved?*
  - 4. Choose one question from the speaker profile.*
- (Alternate #3.)*
- What goals are you hoping to achieve in TM?*

It is now time to interview the contestants from the International Speech Contest, also in the order in which they competed.

*NOTE: Repeat the process: Conduct interviews, using sample questions as a guide.*

*Present certificate of appreciation. Lead final round of applause.*

## 16. Return Control to Area (Division) Director:

This concludes my responsibilities as Toastmaster for the contests.

At this time, I would like to invite the Area (Division) Director to step in for the announcement of the winners.

## 17. Announcement of Winners:

*In your own words:* Thank the Contest Toastmaster by name, and lead the applause to show appreciation for their service.

*Acknowledge all of the contest functionaries (with the exception of the judges), and comment on the teamwork and dedication required to achieve a quality contest. Each will be receiving a certificate of participation with heartfelt thanks for their service.*

*Lead the applause for the team.*

*Announce:* Before we announce the winners, I'd like to invite you all to stay for a while after the contest concludes. The Zoom host will leave the meeting room open, so that we can all chat and celebrate all of our participants.

*NOTE:* The order of winners is announced separately for each contest. Winners are announced in REVERSE order, ...3rd place, then 2nd place, and finally 1st place. Use the certificate slides provided by the Contest Chair.

*Announce:* And now the moment we have all been waiting for. The announcement of the winners.

### **EVALUATION CONTEST RESULTS:**

**In 3<sup>rd</sup> place.....(build excitement.) NAME OF CONTESTANT**

**In 2<sup>nd</sup> place.....(build excitement) NAME OF CONTESTANT**

**And, in 1<sup>st</sup> place,**

**representing Area (AREA ID) at the Division/ District contest:**

**NAME OF CONTESTANT. CONGRATULATIONS!**

### **INTERNATIONAL CONTEST RESULTS:**

**In 3<sup>rd</sup> place.....(build excitement) NAME OF CONTESTANT**

**In 2<sup>nd</sup> place.....(build excitement) NAME OF CONTESTANT**

**And, in 1<sup>st</sup> place,**

**representing Area (AREA ID) at the Division/ District contest:**

**NAME OF CONTESTANT. CONGRATULATIONS TO ALL!**

**Thank you all for coming and participating in this contest, and, once again, congratulations to everyone!**

**This Contest is Adjourned!**

*NOTE:* No additional comments or announcements are to be made following the announcement of the winners.