

# Online Speech Contest

## District 30 Contest Toastmaster's Script

*(Note to Contest Toastmaster:*

*In this script, things you are to **do** are described in italic text like this.*

*Things you are to **say** are in regular text like this.)*

*Before the contest, confirm with the Contest Chair how/when the contestants will receive their Certificates of Participation and who should be introduced for announcements and announcing the winners.*

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### Welcome and Opening Remarks

*In your own words, welcome everyone.*

*Recognize all District 30 dignitaries who are present. Follow the sequence of names on the Dignitary Sign-In sheet. Protocol for this announcement is to give the person's position title and Toastmasters educational level (if available).*

**NOTE: DO NOT NAME ANYONE ON THE LIST OF DIGNITARIES WHO IS COMPETING IN THIS CONTEST.**

*Be sure to allow each dignitary a moment to greet the participants/audience.*

*Also, for an Area, or Division Contest, announce the hosting Area or Division Director first when announcing the dignitaries at that same level.*

# Online Contest Etiquette and Protocol

We will have one contest today (this evening): the Online Speech Contest. Because this contest is being conducted exclusively online, we want to be sure that everyone present for this contest understands – and follows – the required contest etiquette and protocol.

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

1. The “Chat” function in Zoom will be disabled during the contest proceedings. If you have any kind of technical emergency, you will only be able to send a chat note to the Zoom host or a co-host.
2. While the contest is in progress, please keep your microphones muted. While verbal reactions (laughter, etc.) from audience members are often welcome in a speech contest, the reality in an online contest is that those same sounds and background noises can be distracting or disruptive to the speaker’s performance.
3. Please keep your webcams off during the contest, as well. According to Toastmasters International rules for this contest, “All audience members will mute their microphones and turn off their webcams while a contestant is speaking.” Because webcams require a lot of bandwidth, especially with many feeds happening at the same time, there is significant potential for disruptions.
4. If any contestant experiences a technical difficulty in which their audio, video, or both are severely weakened or lost completely during their contest presentation, the Contest Chair will signal me to pause the contest. The contestant will then have no more than ten (10) minutes to reestablish a secure connection to the contest. If the contestant is able to reconnect, the Contest Chair will indicate the last word or sentence that was heard and the contestant will continue their speech from that point. However, if the contestant can not reestablish connection with the contest within ten (10) minutes, the contest will continue with the next contestant.

In order to preserve the privacy of everyone in attendance at this Online Speech Contest, we will not be recording this event. We ask that all attendees honor the privacy of everyone here by not recording the event on your own devices.

We will now proceed with this Online speech Contest.

## Contest Overview & Introduction

Contestants, timers, judges, ballot counters, and the Zoom hosts have all been briefed prior to the beginning of this contest.

Everyone is aware of the Toastmasters 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 now please mute themselves and turn off their videos. There will be one minute of silence between each of the contestants so the judges may complete their ballots. After the last contestant has spoken, the judges will have all the time they need to complete their ballots. Please be patient until we hear that all ballots have been collected.

Once the ballots have been collected, I will invite you to show your appreciation to the contestants with your microphones on and a big round of applause.

We will then conduct contestant interviews, hear announcements from District 30 Leadership, and then conclude the contest with the announcement of the winners.

Thank you for your cooperation....and now...**LET THE CONTEST BEGIN!!!!**

Here is the speaking order for the Online Speech Contest:

Contestant No.1 \_\_\_\_\_

Contestant No.2 \_\_\_\_\_

Contestant No.3 \_\_\_\_\_

Contestant No.4 \_\_\_\_\_

Contestant No.5 \_\_\_\_\_

Contestant No.6 \_\_\_\_\_

Contestant No.7 \_\_\_\_\_

Contestant No.8 \_\_\_\_\_

We will now begin the Contestants' Presentations.

Timer, please be sure to help us mark the one minute of silence after a contestant's presentation by displaying the green timing signal after one (1) minute has passed.

Contestant #1 let's get ready for your presentation.

Timer, are you ready? [Timer responds.] Backup Timer, are you ready? [Backup Timer responds.]

Contestant #1, can you see the two Timers? Have you pinned both the Timer and the Backup Timer? *[If yes, continue. If no, work with the contestant to pin the two Timers.]*

[Contestant's Name], are you ready to proceed?  
*When the contestant says they're ready, say: Let's begin.*

**Online Speech Contestant #1** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Online Speech Contestant #1** \_\_\_\_\_

*After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.*

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

*NOTE: Wait for the Timer to indicate that one minute has expired, thank the timer and confirm that the timer has turned off/removed the green signal.*

*Then proceed to announce the next contestant in the same manner.*

Contestant #2 let's get ready for your presentation.

Timer, are you ready? [Timer responds.] Backup Timer, are you ready? [Backup Timer responds.]

Contestant #2, can you see the two Timers? Have you pinned both the Timer and the Backup Timer? *[If yes, continue. If no, work with the contestant to pin the two Timers.]*

[Contestant's Name], are you ready to proceed?  
*When the contestant says they're ready, say: Let's begin.*

**Online Speech Contestant #2** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Online Speech Contestant #2** \_\_\_\_\_

*After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.*

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

*NOTE: Wait for the Timer to indicate that one minute has expired, thank the timer and confirm that the timer has turned off/removed the green signal.*

*Then proceed to announce the next contestant in the same manner.*

Contestant #3 let's get ready for your presentation.

Timer, are you ready? [Timer responds.] Backup Timer, are you ready? [Backup Timer responds.]

Contestant #3, can you see the two Timers? Have you pinned both the Timer and the Backup Timer? *[If yes, continue. If no, work with the contestant to pin the two Timers.]*

[Contestant's Name], are you ready to proceed?  
*When the contestant says they're ready, say: Let's begin.*

**Online Speech Contestant #3** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Online Speech Contestant #3** \_\_\_\_\_

*After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.*

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

*NOTE: Wait for the Timer to indicate that one minute has expired, thank the timer and confirm that the timer has turned off/removed the green signal.*

*Then proceed to announce the next contestant in the same manner.*

Contestant #4 let's get ready for your presentation.

Timer, are you ready? [Timer responds.] Backup Timer, are you ready? [Backup Timer responds.]

Contestant #4, can you see the two Timers? Have you pinned both the Timer and the Backup Timer? *[If yes, continue. If no, work with the contestant to pin the two Timers.]*

[Contestant's Name], are you ready to proceed?  
*When the contestant says they're ready, say: Let's begin.*

**Online Speech Contestant #4** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Online Speech Contestant #4** \_\_\_\_\_

*After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.*

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

*NOTE: Wait for the Timer to indicate that one minute has expired, thank the timer and confirm that the timer has turned off/removed the green signal.*

*Then proceed to announce the next contestant in the same manner.*



Contestant #5 let's get ready for your presentation.

Timer, are you ready? [Timer responds.] Backup Timer, are you ready? [Backup Timer responds.]

Contestant #5, can you see the two Timers? Have you pinned both the Timer and the Backup Timer? *[If yes, continue. If no, work with the contestant to pin the two Timers.]*

[Contestant's Name], are you ready to proceed?  
*When the contestant says they're ready, say: Let's begin.*

**Online Speech Contestant #5** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Online Speech Contestant #5** \_\_\_\_\_

*After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.*

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

*NOTE: Wait for the Timer to indicate that one minute has expired, thank the timer and confirm that the timer has turned off/removed the green signal.*

*Then proceed to announce the next contestant in the same manner.*

Contestant #6 let's get ready for your presentation.

Timer, are you ready? [Timer responds.] Backup Timer, are you ready? [Backup Timer responds.]

Contestant #6, can you see the two Timers? Have you pinned both the Timer and the Backup Timer? *[If yes, continue. If no, work with the contestant to pin the two Timers.]*

[Contestant's Name], are you ready to proceed?  
*When the contestant says they're ready, say: Let's begin.*

**Online Speech Contestant #6** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Online Speech Contestant #6** \_\_\_\_\_

*After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.*

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

*NOTE: Wait for the Timer to indicate that one minute has expired, thank the timer and confirm that the timer has turned off/removed the green signal.*

*Then proceed to announce the next contestant in the same manner.*

Contestant #7 let's get ready for your presentation.

Timer, are you ready? [Timer responds.] Backup Timer, are you ready? [Backup Timer responds.]

Contestant #7, can you see the two Timers? Have you pinned both the Timer and the Backup Timer? *[If yes, continue. If no, work with the contestant to pin the two Timers.]*

[Contestant's Name], are you ready to proceed?  
*When the contestant says they're ready, say: Let's begin.*

**Online Speech Contestant #7** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Online Speech Contestant #7** \_\_\_\_\_

*After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.*

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

*NOTE: Wait for the Timer to indicate that one minute has expired, thank the timer and confirm that the timer has turned off/removed the green signal.*

*Then proceed to announce the next contestant in the same manner.*

Contestant #8 let's get ready for your presentation.

Timer, are you ready? [Timer responds.] Backup Timer, are you ready? [Backup Timer responds.]

Contestant #8, can you see the two Timers? Have you pinned both the Timer and the Backup Timer? *[If yes, continue. If no, work with the contestant to pin the two Timers.]*

[Contestant's Name], are you ready to proceed?  
*When the contestant says they're ready, say: Let's begin.*

**Online Speech Contestant #8** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Speech Title:** \_\_\_\_\_  
**Online Speech Contestant #8** \_\_\_\_\_

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

Judges, you may now have all the time you need to complete your ballots.  
Audience members, please remain silent until the judges submit their ballots.

*Wait until the Chief Judge announces that all the ballots have been collected. Lead the audience in applause as the Chief Judge and Ballot Counters move to a breakout room to tabulate the results.*

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:** \_\_\_\_\_

**Contestant #7:** \_\_\_\_\_

**Contestant #8:** \_\_\_\_\_

*NOTE: Lead the applause for all the contestants*

## Contestant Interviews

Now, we will interview our Online Speech Contestants in the order in which they spoke.

*Ask the following questions of each contestant. Wait for a response before asking the next one:*

*(Contestant's name):*

- How long have you been in Toastmasters?
- What club are you representing?
- What is your Toastmasters education level?
- **Ask One** Interview question based on the contestant's profile form (keep this brief as you can).

*After every contestant's final answer, thank them and explain how they will get their Certificate of Participation. After the last contestant has been interviewed, lead one final applause for contestants.*

## District Announcements

Now please welcome (name and position) to share about upcoming events and activities in the district.

*NOTE: Lead the applause for the announcements once completed.*

## Return Control to Contest Chair:

This concludes my responsibilities as Toastmaster for this contest.

Now, I would like to invite our Contest Chair, [Name] to announce the winners.

## Announcement of Contest Winners by the Contest Chair

*Thank the Contest Toastmaster by name and lead applause.*

Contest Toastmaster \_\_\_\_\_

*Acknowledge all the contest functionaries (**Reminder:** do not name 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.*

**Note:** *if you have any announcements to make other than the names of the winners, do so now.*

Before we announce the winners, I would 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 with all our participants.

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

At this time, we will announce the winners of the (state club name, or Area, or Division, or District that the contest is for) Online Speech Contest.

1. *If there have been any disqualifications for timing, say so now.*
2. *Announce the order of winners for the contest **in reverse order** (3rd place, 2nd place, 1st place).*
3. *Use the completed results form and read the names exactly as written.*
4. **Only one announcement is to be made following the announcement of winners:**

This contest is adjourned.