



ONLINE CONTEST CHECKLIST AND SCRIPTS



Since
1924

DISTRICT 105

GUIDELINES & PROCESSES FOR ONLINE CONTESTS - 2021-2022

FOREWORD



The famous Japanese scholar Kakuzo once said: The art of life is a constant readjustment to our surroundings.

The past two years have been a testament to our members' and leaders' resilience and constant ability to cope, adapt and ultimately learn to make the best out of the situation. We have learnt to grow and prosper throughout the various challenges around and have mastered new skills like running speech contests effectively and successfully utilizing the virtual platform.

We have started the term with high hopes to conduct this year's contests in person. The situation however has not been in favor of that enthusiasm and eagerness.

As the world continues its battle with the pandemic situation, and in order to ensure our members' safety, the District leaders have decided to carry on with this year's contests using the online platform.

Last year's PQD team has created an excellently detailed handbook on how to conduct contests successfully and smoothly under the virtual arena, complementing the material provided by Toastmasters International.

This year's PQD team has once again collaborated with the District leaders' and members' who have mastered the skill of online speech contests.

We have collated the best practices and tips based on the experiences built on last terms speech contests in all four categories - at the Club, Area, Division and ultimately the District level.

The PQD team this term has fine-tuned the handbook adding additional updated information and resources that would be of great benefit to our members during this year's contests' season.

We are truly grateful to each and every member who has contributed by reviewing these documents while giving us feedback to elevate the quality of our contests.

Special thanks to District 105 PQD team members for their constant support. My immense gratitude goes to the Contest Committee team led by DTM Chetlur Prasad. I would also like to thank TM Sudha G Narayan and TM Arnold Massey for their relentless efforts. This work could not have been possible had it not been for their admirable collaboration, dedication and perseverance to excellence.

I cannot overlook the support provided by the Division Directors and the Assistants Division Director - Program Quality of all the Divisions (from this term and last term) who have contributed to the development of the speech contest material, in addition to last



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

year's DTAC team for their valuable feedback and tips from last year's District Conference. Special mention to DTM Cyprian Misquith, DTM Viju Kothanath, DTM Sowmya Rangarajan, and TM Navaneetha Krishnan.

Lastly I would like to thank my fellow District Leaders, DTM Gurbinder Singh Pun, DTM Deepa Surendran, DTM Jameel Shakeel, DTM Saiju Victor, TM Shiny Jacob, DTM Cyprian Misquith, TM Shuchita Udas and DTM Zahraa Shaito for giving us guidance and encouragement during this journey.

As we continue to readjust ourselves to a very dynamic world scenario, I wish each one of you another fabulous and successful contests' season.

Thank you and best regards,

Rania Abul-Rub, DTM

Program Quality Director (2021-22)

District 105, Region 11,

Toastmasters International



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

1	Introduction and Role Players Checklists	4
1.1	Introduction	4
	Contest Helpline	4
1.2	Master of Ceremonies	4
1.3	Contest Chair - International and Humorous Speech Contest	4
1.4	Contest Chair - Speech Evaluation & Table Topics Contest	7
1.5	Contestant Checklist.....	8
1.6	Timer 1	9
1.7	Timer 2	10
1.8	Tally counter	11
1.9	Chief Sergeant-at-Arms	11
1.10	Sergeant-at-Arms	12
1.11	Zoom Master Guidelines	13
2	Chief Judge and Judges Checklist	14
2.1	Chief Judge	14
2.2	Judge	16
3	Scripts for Role Players	17
3.1	Chief Sergeant at Arms Script	17
3.2	Speech Evaluation Contest Chair Script	19
3.3	Table Topics Contest Chair Script	22
3.4	Humorous Speech Contest Chair Script	25
3.5	International Speech Contest Chair Script	29



1 INTRODUCTION AND ROLE PLAYERS CHECKLISTS

1.1 Introduction

This is the third document in the set of three documents as mentioned in the Contest Management Handbook. This document contains role players' checklists and scripts. It is recommended that Toastmasters read this document to get more details on the role that they have volunteered for during the contest.

Contest Helpline

Any queries related to the conduct of the contests may be sent to

d105contestqueries@gmail.com.

1.2 Master of Ceremonies

- 1.2.A. Be familiar with the Toastmasters International speech contest rule book for the Toastmasters year 2021-22 and the other documents related to online contests from Toastmasters International including the set of documents sent by the PQD team.
- 1.2.B. Prepare the agenda for the contest.
- 1.2.C. Be part of the contest planning team and contribute effectively.
- 1.2.D. Coordinate with the Contest Chair and Zoom Master(s) to ensure that the contest is organized as planned.
- 1.2.E. Ensure that the role players are fully aware of the contest guidelines to be followed during disruptions or any technical challenges.
- 1.2.F. Have a theme for the contest session and ensure that the theme is carried right through the contest.
- 1.2.G. Attend the briefing sessions and make required notes.
- 1.2.H. Ensure that the contestants, Judges, Chief Judge, role players & Zoom Master(s) teams have logged in 1 hour before the session.
- 1.2.I. Initiate the process to check the contest readiness on the contest day.
- 1.2.J. Prepare the Master of Ceremony's script as per the agenda, and practice well.
- 1.2.K. Introduce the Contest Chairs, guests, keynote speakers as per the agenda in a professional manner.
- 1.2.L. Inform the Contest Chair to complete the contest within the allocated time.
- 1.2.M. Ensure that the transitions between the sessions are smooth and the Contest Chairs are briefed about the transition procedure.
- 1.2.N. Invite the Contest Chairs to declare the results of the contests.
- 1.2.O. Adjourn the session as per the agenda.

1.3 Contest Chair - International and Humorous Speech Contests

- 1.3.A. Be familiar with Toastmasters International speech contest rule book for the Toastmasters year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 1.3.B. Please be familiar with the eligibility criteria of contestants and ensure that all the contestants are eligible to compete.
- 1.3.C. Please be familiar with the protest rules as detailed in the Speech Contest Rule Book for the Toastmasters year 2021-2022.
- 1.3.D. Prepare the list of contestants and obtain the telephone and email addresses of the contestants.
- 1.3.E. Ensure that the contestants are eligible to compete as per the Speech Contest Rule Book for the Toastmasters year 2021-22, and they are members in good standing from a club in good standing.
- 1.3.F. Prepare the Contest Chair's script and practice well.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

- 1.3.G. Before the scheduled briefings, share the contest-related documents with the Chief Judge, contestants, and role players.
- 1.3.H. Send the Speaker's Certification of Eligibility and Originality (Form No 1183) and other contest-specific forms well in advance to the contestants. Request the contestants to sign the required forms and send them back electronically.
- 1.3.I. If the contest is being recorded, ensure that the contestants also sign the Video Release Form.
- 1.3.J. Schedule and conduct rehearsals/briefings to ensure that the contestants and role players are familiar with the online contest process. The Contest Chair during rehearsals/briefings should: -
 - a. Assist the contestants to earmark the speaking area to ensure that the contestant stays within the camera's visible limits. Please refer to Online Speech Contests Best Practices 2021-2022 for reference on how to define the speaking area in an online contest.
 - b. Request the contestants to speak a few lines to test the quality of their video and audio.
 - c. Inform the contestants if any additional lighting is required.
 - d. Ensure all role players are present during rehearsals and briefings.
 - e. Conduct briefings for the role players.
 - f. Inform the initial protocol to be followed before the commencement of speech and other processes to be followed by the contestants, Timers, the Chief Judge, and Judges during the contest.
 - g. Inform the contestants to maintain a plain background and avoid the usage of virtual background to display props or any images.
 - h. Ensure that the Timer(s) inform the contestants about the display of the timing signals Green, Amber, and Red, as per the speech contest rules, and explain the timers' pinning process to ensure that the Timers are visible to the contestants during the speech delivery.
 - i. In case of any audio or video disruption or any disruption due to technical failure when the contestant is delivering the speech ensure that: -
 - Timer 2 displays a predetermined signal as an indicator to the contestant to stop the speech and pauses the timing device once the contestant has stopped delivering the speech.
 - Timer 1 communicates the contestant's speech timing details to the Chief Judge.
 - The Contest Chair shall announce that the contest has been stopped.
 - The Contest Chair shall assist the contestant to rejoin the session within the shortest possible time.
 - Timer 1 shall record the elapsed time i.e. from the time the disruption occurred till the contestant rejoins the contest and communicate the timing details to the Chief Judge.
 - The Contest Chair will communicate with the Chief Judge and implement the directives from the chief judge.
 - Please refer to the frequently asked questions' document for further details on managing other types of disruptions.
- 1.3.K. Confirm the speech titles with the contestants well in advance.
- 1.3.L. Conduct the draw of lots in the presence of all contestants and prepare the speaking order. It is recommended to utilize a technology-based randomizer solution to arrive at the sequencing of contestants. Ensure the contestants are aware of their respective speaking orders.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

- 1.3.M. Share the speaking order with the Master of Ceremony, Chief Judge, role players, Zoom Master(s), and SAA team as required.
- 1.3.N. Complete the briefings and rehearsals at least 48 hours before the contest's date.
- 1.3.O. Conduct the contest as per the Toastmasters International Speech Contest rule book for the Toastmasters year 2021-22.
- 1.3.P. Introduce each contestant at the appropriate time. It is the contestant's responsibility to show up for the contest on time. If a contestant does not show up for the contest, inform the Chief Judge and implement the directives as suggested.
- 1.3.Q. After the introduction, request the contestant, to say the word "ready" to confirm that the microphone and camera are in good working condition.
- 1.3.R. Confirm to the contestant that they are audible and visible, and they can commence the speech.
- 1.3.S. Ensure that the Timers start to time the contestant's speech when the first word or gesture after the audio and video quality check is completed.
- 1.3.T. In addition to the above, the Contest Chair shall: -
 - a. Meet the Timers in advance to agree on the timing signals.
 - i. To indicate the end of 1 minute of silence,
 - ii. To provide indications on the timing signals in the case of any disruptions, technical challenges, or any glitches during the contest.
 - b. Ensure that the contestants know how to notify the Contest Chair in case of any interruptions due to a technical challenge or otherwise.
 - c. Distribute the participation certificates to the participants.
- 1.3.U. Adjourn the contest and hand it over to the Master of Ceremony.
- 1.3.V. The Contest Chair will announce the winners when called upon by the Master of Ceremony.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

1.4 Contest Chair - Speech Evaluation & Table Topics Contests

- 1.4.A. Be familiar with Toastmasters International speech contest rule book for the Toastmasters year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 1.4.B. Please be familiar with the eligibility criteria of contestants and ensure that all the contestants are eligible to compete.
- 1.4.C. Please be familiar with the protest rules as detailed in the Speech Contest Rule Book for the Toastmaster year 2021-2022.
- 1.4.D. Prepare the list of contestants and obtain the telephone and email addresses of the contestants.
- 1.4.E. Ensure that the contestants are eligible to compete as per the Speech Contest Rule Book for the Toastmasters year 2021-22, and they are members in good standing from a club in good standing.
- 1.4.F. Prepare the Contest Chair's script and practice well.
- 1.4.G. Before the scheduled briefings, share the contest-related documents with the Chief Judge, contestants, and role players.
- 1.4.H. Send the Speaker's Certification of Eligibility and Originality (Form No 1183) and other contest-specific forms well in advance to the contestants. Request the contestants to sign the required forms and send them back electronically.
- 1.4.I. If the contest is being recorded, ensure that the contestants also sign the Video Release Form.
- 1.4.J. Schedule and conduct rehearsals/briefings to ensure that the contestants and role players are familiar with the online contest process. The Contest Chair during rehearsals/briefings should: -
 - a. Assist the contestant to earmark the speaking area to ensure that the contestant stays within the camera's visible limits. Please refer to Online Speech Contests Best Practices 2021-2022 for reference on how to define the speaking area in an online contest.
 - b. Request the contestants to speak a few lines to test the quality of their video and audio.
 - c. Inform the contestants if any additional lighting is required.
 - d. Ensure all role players are present during rehearsals and briefings.
 - e. Conduct briefings for the role players.
 - f. Inform the initial protocol to be followed before the commencement of speech and other processes to be followed by the contestants, Timers, the Chief Judge, and Judges during the contest.
 - g. Inform the contestant to maintain a plain background and that the usage of virtual background is not allowed.
 - h. Ensure that the Timer(s) inform the contestants about the display of the timing signals Green, Amber, and Red, as per the speech contest rules, and explain the timers' pinning process to ensure that the Timers are visible to the contestants during the speech delivery.
 - i. In case of any audio or video disruption or any disruption due to technical failure when the contestant is delivering the speech, the contestant will not be allowed to reconnect, and the Judges will mark based on what they have heard. Timer 1 should indicate on the timing sheet the timing of the contestant for the Chief Judge to check if he/she is disqualified due to timing criteria.

Please refer to the frequently asked questions document for further details on managing other types of disruptions.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

- 1.4.K. Conduct the draw of lots in the presence of all contestants and prepare the speaking order. It is recommended to utilize a technology-based randomizer solution to arrive at the sequencing of contestants. Ensure the contestants are aware of their respective speaking orders.
- 1.4.L. Share the speaking order with Master of Ceremony, Chief Judge, role players, Zoom Master(s), and SAA team as required.
- 1.4.M. Ensure that the contestants are fully aware of the process to be followed during the movement from the main contest room to the breakout room and back.
- 1.4.N. Complete the briefings and rehearsals at least 48 hours before the contest's date.
- 1.4.O. Conduct the contest as per the Toastmasters International Speech Contest rule book for the Toastmaster's year 2020-21.
- 1.4.P. Identify the Test Speaker based on the criteria specified in the Speech Contest Rulebook for the Toastmaster's year 2021-22 and announce his/her name and the speech title only before the commencement of the speech.
- 1.4.Q. During the Speech Evaluation Contest, ensure that the Timers start the timing once all the contestants are in the breakout room. Timer 1 will join the contestants in the breakout room to time for their note taking, and at the end of 5 minutes, Timer 1 will signal the end of time and the SAA team members will request the contestants to stop writing. Timer 1 will then move back to the main room at this stage.
- 1.4.R. Introduce each contestant at the appropriate time. It is the contestant's responsibility to show up for the contest on time. If a contestant does not show up for the contest, inform the Chief Judge and implement the directives as suggested.
- 1.4.S. After the introduction, request the contestant to say the word "ready" to confirm that the microphone and camera are in good working condition.
- 1.4.T. Confirm to the contestant that they are audible and visible, and they can commence the speech.
- 1.4.U. Ensure that the Timers start to time the contestant's speech when the first word or gesture after the audio and video quality check is completed.
- 1.4.V. In addition to the above, the Contest Chair shall: -
 - a. Meet the Timers in advance to agree on the timing signals
 - i. To indicate the end of 1 minute of silence,
 - ii. To provide indications on the timing signals in the case of any disruptions, technical challenges, or any glitches during the contest.
 - b. Ensure that the contestants know how to notify the Contest Chair in case of any interruptions due to a technical challenge or otherwise.
 - c. Distribute the participation certificates to the participants.
 - d. Adjourn the contest and hand it over to the Master of Ceremony.
- 1.4.W. The Contest Chair hands over to the Master of Ceremony and when called upon will announce the winners.

1.5 Contestants' Checklist.

Contestants shall:

- 1.5.A. Be familiar with Toastmasters International speech contest rule book for the Toastmaster's year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 1.5.B. Please be familiar with the eligibility criteria of contestants and ensure that all the contestants are eligible to compete.
- 1.5.C. Please be familiar with the protest rules as detailed in the Speech Contest Rule



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

Book for the Toastmaster's year 2021-2022.

- 1.5.D. Attend all the rehearsal and briefing sessions and be familiar with the guidelines and processes of online contests. Ensure to know the process to be followed in the event of any disruptions or technical glitches.
- 1.5.E. When participating in the Evaluation and/or Table Topics contests, be knowledgeable about the movement from the main contest room to the breakout room and back to the main contest room.
- 1.5.F. Ensure that your Internet connectivity is very good and stable during the contest and plan for a backup as a contingency measure.
- 1.5.G. Test all equipment and ensure they are in good working condition.
- 1.5.H. Ensure that the virtual background is plain and one color. It is recommended not to use any virtual backgrounds either as a prop or otherwise (in case of International and Humorous speech contests), as it may not allow the contest officials, Judges, and audience to see the video. Virtual backgrounds are not allowed in the Evaluation and Table Topics contests.
- 1.5.I. Inform the Contest Chair and the Chief Sergeant at Arms if any props are being used during the speech (only applicable for International and Humours speech contests).
- 1.5.J. Ensure that the camera is mounted or secured to prevent any movement during the speech. The camera equipment should be kept at eye level with the speaker.
- 1.5.K. For the sake of online contests, consider looking at the webcam to establish eye contact with the audience.
- 1.5.L. Pin the Timers and ensure they are always visible during speech delivery.
- 1.5.M. Ensure that the speaking area is well defined and adhere to the speaking area guidelines during the speech delivery.
- 1.5.N. Ensure that the speaking area has sufficient lighting.
- 1.5.O. If relying on natural light, practice at the same time of the day when the contest will be held to ensure that the lighting of the speaking area is sufficient.
- 1.5.P. Ensure that the technology set up and the speaking area are earmarked in such a manner that reduces the echo and background noise as much as possible.
- 1.5.Q. Contestants are advised to avoid using a mobile device during the contest to the extent possible.
- 1.5.R. In case the contestant has to use a mobile device, it is necessary to practice setting up the device in such a manner that the Timers are visible whilst delivering the speech, and the connectivity, video, and audio are of good quality.

1.6 Timer 1

- 1.6.A. Be familiar with Toastmasters International speech contest rule book for the Toastmaster's year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 1.6.B. Attend the briefing sessions and practice the display of timing signals to assist the contestants to get familiarized with the signaling process.
- 1.6.C. The internet connectivity must be stable, and a backup internet connectivity device should be ready to ensure that there is no interruption during the contest.
- 1.6.D. The name displayed should be "Timer 1".
- 1.6.E. Ensure that a complete view of the timing signals is available for the contestants for the entire duration of the contest and that the contestants can view the Green, Yellow, and Red signals at appropriate times during the speech delivery.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

- 1.6.F. Maintain and deliver to the Chief Judge, the written record of the time taken by each speaker on the Speech Contest Time Record Sheet and Instruction for Timers (Form 1175) as briefed by the Chief Judge.
- 1.6.G. Educate the contestants on the process of pinning the camera.
- 1.6.H. In the event the contest has been interrupted due to a technical glitch: -
 - i. Pause the timing device immediately and communicate the speech timing till the time of disruption to the Chief Judge.
 - ii. On the contestant's rejoining, communicate the time taken by the contestant to reconnect to the Chief Judge.
 - iii. Check with the Chief Judge if there are any changes to the timing guidelines and adhere to the same.
- 1.6.I. Wait till the contestant completes the audio and the camera settings process as per the briefings, and start timing the contestant at the first verbal/non-verbal communication with the audience.
- 1.6.J. When faced with a technical challenge, internet disconnection, or any other issue, immediately inform the Chief Judge, Timer 2, and the Contest Chair. Inform the Chief Judge, Timer 2 and Contest Chair on rejoining the contest and start to record the speech timing as advised by the Chief Judge.
- 1.6.K. Join the breakout room to display the timing signals for the Evaluation speech contestants to write their notes. Commence the timing only after all the contestants have arrived in the breakout room and indicate the completion of the five minutes of the scheduled time. Return to the main room after this stage.
- 1.6.L. If either the signaling device or the stopwatch fails, this means that the contestant receives a 30 second grace period before being disqualified.
- 1.6.M. If Timer 1 loses connection partway through the contest, this also means the contestant receives a 30 second grace period.

1.7 Timer 2

- 1.7.A. Be familiar with Toastmasters International speech contest rule book for the Toastmaster's year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 1.7.B. Attend the briefing sessions and practice the display of timing signals to assist the contestants to get familiarized with the signaling process.
- 1.7.C. The internet connectivity must be stable, and a backup internet connectivity device should be ready to ensure that there is no interruption during the contest.
- 1.7.D. The name displayed should be "Timer 2".
- 1.7.E. Maintain the written record of the time taken by each speaker on the Speech Contest Time Record Sheet and Instruction for Timers (Form 1175) as briefed by the Chief Judge.
- 1.7.F. Ensure that a complete view of the timing signals is available to the contestants for the entire duration of the contest and that the contestants can view the Green, Yellow, and Red signals at appropriate times during the speech delivery.
- 1.7.G. Educate the contestants on the process of pinning the camera.
- 1.7.H. In the event the contest has been interrupted due to a technical glitch: -
 - Display the predetermined signal to the contestant and inform the contestant to stop the speech delivery.
 - Check with the Chief Judge if there are any changes to the timing guidelines and adhere to the same.
- 1.7.I. On receiving the information that Timer 1 has rejoined, inform the speech



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

timings of the contestant recorded during the absence of Timer 1 and continue to record the speech timings for other contestants.

- 1.7.J. If either the signaling device or the stopwatch fails, this means that the contestant receives a 30 second grace period before being disqualified.
- 1.7.K. If Timer 2 loses connection partway through the contest, this also means the contestant receives a 30 second grace period if there has been an interruption during the contest.

1.8 Tally counter

- 1.8.A. Be familiar with Toastmasters International speech contest rule book for the Toastmaster's year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 1.8.B. Login to the session 1 hour before the start of the contest.
- 1.8.C. Check the internet connectivity.
- 1.8.D. Ensure the electronic copies of the Tally Counter Sheet (Form 1176) are ready to be used.
- 1.8.E. Inform the Chief Judge about your presence.
- 1.8.F. Join the breakout room along with the Chief Judge and fellow Tally Counter.
- 1.8.G. Receive the ballot papers from the Judges.
- 1.8.H. Start to mark the results on the sheet to finalize the results.
- 1.8.I. Send electronically the Tally Counter sheet to the Chief Judge as briefed.
- 1.8.J. In case of any technical challenge, inform the Chief Judge immediately, through the predetermined means of communication (WhatsApp/email or telephone call), and rejoin the breakout room at the earliest.
- 1.8.K. Be available until the contest gets over

1.9 Chief Sergeant-at-Arms

- 1.9.A. Be familiar with Toastmasters International speech contest rule book for the Toastmaster's year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 1.9.B. As a team leader, know from the contestants, Judges, and role players briefings the tasks for each of the contests.
- 1.9.C. Determine the number of team members required for the smooth function of the contest.
- 1.9.D. Assign roles to team members.
- 1.9.E. Be the point of contact for the Contest Chair, Zoom Master(s), and Chief Judge.
- 1.9.F. Assign SAA team members to assist the contestants during technical challenges.
- 1.9.G. Keep the Contest Chair and the Chief Judge informed about the progress.
- 1.9.H. Commence the contest session after the contest readiness process is completed.
- 1.9.I. Explain the online contest protocols to ensure the smooth functioning of the contest to the audience. The key points are: -
 - i. How to appreciate the speaker after the speech by using the reaction icons.
 - ii. Using the chatbox to communicate as and when instructed.
 - iii. Entering or leaving the room while the speech is in progress is not allowed.
 - iv. Switching on the audio or video while the speech is in progress is not allowed as it may interrupt the contestant and the contest.
 - v. Muting the audio and video as instructed.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

- vi. Following the contest briefing guidelines.
- vii. Since the contest is being held on an online platform, read the online speech contest statement at the start of the contest and include it in writing in a location that will be visible to all attendees and participants.

Please refer to the Online Speech Contest Best Practices 2021-2022 Toastmasters contest cycle document for further details.

1.10 Sergeant-at-Arms

- 1.10.A. Be familiar with Toastmasters International speech contest rule book for the Toastmaster's year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 1.10.B. As the Sergeant-at-Arms, (SAA) log in at least 1 hour before the contest starts or as advised by the Chief Sergeant-at-Arms.
- 1.10.C. Attend the briefing sessions as scheduled and informed.
- 1.10.D. Be clear about the tasks assigned and how to execute the assigned tasks.
- 1.10.E. Be an active and participating member on the WhatsApp group created for the contest purpose.
- 1.10.F. Monitor the contestants during the Evaluation and Table Topics contests as assigned and briefed. Ensure that the contestants are following all the rules and regulations of the contest.
- 1.10.G. Request the contestants while in the breakout room to sit 3 feet away from the camera and not to move out of place for any reason. Request the contestants to keep their microphones on all the time.
- 1.10.H. If any contestant chooses to move out of the camera frame for any reason, inform the Chief Judge immediately, and implement the directives received from the Chief Judge.
- 1.10.I. Assist the contestants to move into the breakout room and move back to the main contest room as per the contest guidelines and in collaboration with the Zoom Master(s).
- 1.10.J. Ensure that the Evaluation and Table Topics contestants do not speak to anyone during the time the contestants are in the breakout room and waiting for their turn to deliver their presentation.
- 1.10.K. Inform the Contest chair about the availability of contestants in the main contest room.
- 1.10.L. In case a contestant gets disconnected whilst in the breakout room or while in transit to the main contest room, inform the Chief Judge and Contest Chair immediately and implement the directives from the Chief Judge.



1.11 Zoom Master Guidelines

- 1.11.A. Be familiar with Toastmasters International speech contest rule book for the Toastmaster's year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 1.11.B. Ensure stable internet connection for the entire duration of the contest.
- 1.11.C. Inform the audience/participants if the contest is being recorded.
- 1.11.D. Inform the Judges that the usage of headphones is recommended.
- 1.11.E. Ensure that the role players, Contest Chairs, Judges, and the Chief Judge are ready and logged into the contest session at least 1 hour before the start of the contest.
- 1.11.F. Facilitate rehearsals to train the contestants, Judges & role players as per plan.
- 1.11.G. Ensure sufficient breakout rooms are created at the start of the session and kept open till the end of the contest.
- 1.11.H. Ensure that the session is properly closed, and all the members have exited the contest.
- 1.11.I. Ensure that the audience members are muted on entry and that their webcams are turned off. Unmute the audio or turn on the video during the contest as informed.
- 1.11.J. The entry and exit of the audience members should be regulated in such a manner that it does not disturb the contest proceedings and it should not take place while a speech is in progress.
- 1.11.K. Disable the chat box during the contest and enable it as and when instructed by the Contest Chair and Chief Judge as per plan.



2 CHIEF JUDGE AND JUDGES CHECKLIST

2.1 Chief Judge

- 2.1.A. Be familiar with Toastmasters International speech contest rule book for the Toastmaster's year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 2.1.B. Ensure that the latest changes as per the Explanation of Changes document from Toastmasters International are explained to the Contest Chair, Judges, and role players.
- 2.1.C. Identify and finalize the list of Judges including backup Judges and ensure that the required number of voting and Tiebreaking judges are identified as detailed in the Toastmasters International speech contest rule book for the Toastmaster's year 2021-22. Contact the Judges and obtain confirmation. Ensure that all Judges are members in good standing and meet the Judging criteria as stated in Toastmasters International contest rule book.
- 2.1.D. Prepare the final list of Judges, and create a WhatsApp group for communication purposes.
- 2.1.E. Create a Timer(s) WhatsApp group for communication.
- 2.1.F. Create a Tally Counters WhatsApp group for communication.
- 2.1.G. Create a Zoom Master(s)/ SAAs WhatsApp group for communication.
- 2.1.H. Be the point of contact for the Judges, Timers, and Tally Counters.
- 2.1.I. Ensure that the number of voting and Tiebreaking judges present on the contest day as defined in Toastmasters International speech contest rule book for the Toastmaster's year 2021-22.
- 2.1.J. Ensure that all contestants and role players have the Chief Judge's contact information.
- 2.1.K. Send the following documents (in electronic format) to the Judges: -
 - a. Judge's Certification of Eligibility and Code of Ethics.
 - b. Contest specific Judge's Guide and Ballot and Tiebreaking Judge's Guide and Ballot.
- 2.1.L. Inform the Judges to sign and submit the Judge's Certification of Eligibility and Code of Ethics ahead of the contest. Digital signatures are accepted, and the fillable version of this form includes a digital signature field.
- 2.1.M. Conduct the Tiebreaking judge briefing privately as he/she should not attend the Judges' briefing, and inform the Tally Counters that the Tiebreaking judge's contest results should be sent only to the Chief Judge and the Tiebreaking judge remains anonymous during the contest even to the other Judges.
- 2.1.N. Conduct the Judges, Timers, and Tally Counters briefing at least 48 hours before the contest.
- 2.1.O. Instruct the Judges on the process to be followed in the event of disconnection or any other disruptions.
- 2.1.P. Be familiar with the online method for voting, tallying, and reporting results.
- 2.1.Q. Maintain a robust internet connection to ensure uninterrupted connectivity during the contest.
- 2.1.R. Assign Timer roles to the two Timers in consultation with the Contest Chair. Ensure complete control over the integrity and reliability of the timing protocol.
- 2.1.S. The Chief Judge informs the process to be followed in case of a protest. The recommended steps are: -
 - a. With the assistance of the Zoom Master, the Chief Judge and the Judges will be moved to a separate breakout room.
 - b. The contestant against whom the protest is lodged will be informed to join the breakout room. The contestant's view is heard by the Judges.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

- c. The Chief Judge and the Judges will discuss with the contestant and on completion of the discussions, will request the contestant to join the main room.
- d. The Judges will vote on the protest and completion of the process, then return to the main room.
- 2.1.T. If a contestant gets disconnected, pause the contest until the technology issue is resolved. Recommend a suitable course of action to ensure that the contest is managed smoothly and fairly.
- 2.1.U. Ensure that the selected Judges are not a member of the same club to which a contestant belongs to even if the Judge or the contestant is a member of more than one club.
- 2.1.V. Of the two Tally Counters, if one of the Tally Counters encounters a technical challenge and is unable to rejoin the contest to complete the task, decide the course of action based on the prevailing situation as required.
- 2.1.W. Timer 1 is the official timekeeper and the speech timing record sent by Timer 1 will be used to determine if there are any disqualifications due to timing.
- 2.1.X. Instruct Timer 2 to step in and officiate if Timer 1 gets disconnected and is unable to continue his role.
- 2.1.Y. Inform the Judges to send the contest results to the Chief Judge and the Tally Counters individually as per the briefing. Inform the Tiebreaking Judge to send the contest results to the Chief Judge only.
- 2.1.Z. Fill up the Results Notification Form and communicate the results to the Contest Chair.
- 2.1.AA. Complete the Notification of Winners form and communicate to the appropriate officials keeping in view the level of the contest.



2.2 Judge

- 2.2.A. Be familiar with Toastmasters International speech contest rule book for the Toastmaster's year 2021-22 and the other documents related to online contests including the set of documents sent by the PQD team.
- 2.2.B. Be familiar with the Explanation of Changes document released by Toastmasters International to know the latest changes made to the speech contest rulebook for the Toastmaster's year 2021-22.
- 2.2.C. Be familiar with the online voting method, tallying, and reporting results as informed by the Chief Judge.
- 2.2.D. Maintain a stable internet connection to ensure uninterrupted connectivity during the contest.
- 2.2.E. Always maintain anonymity and remain as part of the audience.
- 2.2.F. On the day of the contest, rename upon the instructions of the Chief Judge and remove the profile image to ensure anonymity for the entire duration of the contest.
- 2.2.G. When logging the contest room, log in using the meeting credentials (ID and Passcode). Do not enter using your own credentials or by clicking on the meeting URL as this will activate your already saved account details (name and profile picture).
- 2.2.H. Adhere to the process defined in the contest speech rules whilst judging the contestants and reporting the contest results.
- 2.2.I. Attend the briefing sessions as scheduled.
- 2.2.J. Arrive at least 1 hour before the start of the contest.
- 2.2.K. Be an active participant in the WhatsApp group and ensure that you read and understand the communication received.
- 2.2.L. In case of a protest, follow the briefing and rules' regulations of managing protests as defined in Toastmasters International speech rule book 2021-22 and upon the instructions of the Chief Judge. Vote on the protest based on the discussions and return to the main room.
- 2.2.M. Inform the Chief Judge immediately as per the defined communication process on experiencing any technical challenge which has resulted in having to leave the contest.
- 2.2.N. If you are assigned the role of the Tiebreaking Judge, follow the guidelines laid down by the Chief Judge to communicate the results of the contest to the Chief Judge only.
- 2.2.O. Do not take into consideration a contestant's audio or video quality and know the plan for responding to technology issues.



3 SCRIPTS FOR ROLE PLAYERS

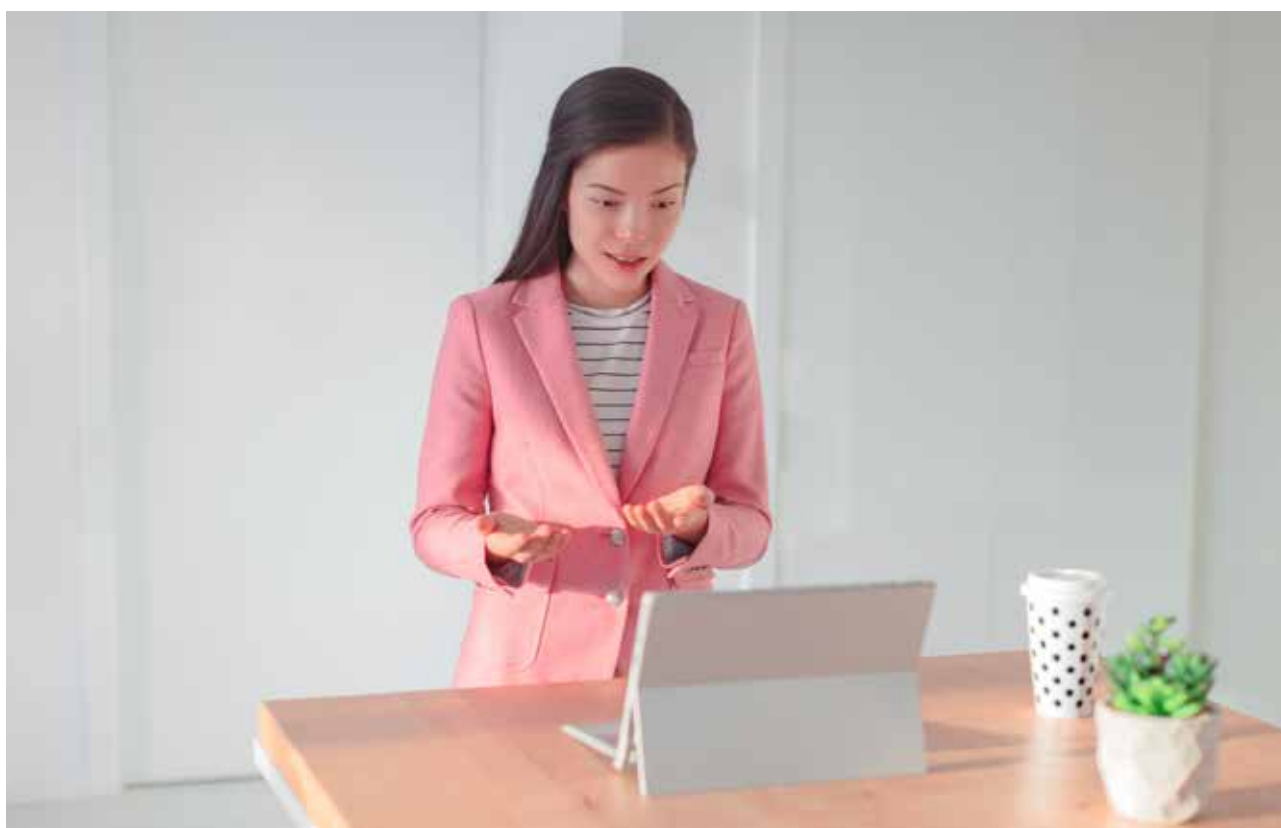
This section has some sample scripts which could be modified as required.

3.1 Chief Sergeant at Arms Script

Call the meeting to order by softly banging the gavel on the lectern. Hello and welcome Toastmasters and guests to _____ [name of club/Area/Division/District based on contest's level] _____ [name of contest] _____.

I am Chief Sergeant-at-arms Toastmaster _____ I welcome you all on this _____. I would like to begin by stating the mission of a Toastmasters' Club. "We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth". Some rules to be respected during the contest:

- Please use the reaction icons to appreciate the speakers after the speech.
- Please turn off your audio and video unless instructed.
- Please use the chatbox to communicate as and when instructed.
- Please do not enter or exit the room while the contestant is speaking.
- Please turn off all noise-making devices or put them in silent mode. Please do not switch on the audio or video while the speech is in progress as it may interrupt the contestant and the contest.
- Speakers are requested to refrain from making any references to politics, sex, or religion in their speeches.
- The audience is requested to refrain from crosstalk, which is talking with one another during the contest.
- No member of the audience will be allowed to move in or out of the (virtual) room while the speech is in progress.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

Online speech contest statement

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 or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

I wish you all a fantastic contest! Please help me welcome TM _____, the _____ for today's session. Thank you.



3.2 Speech Evaluation Contest Chair Script

Please start your speech after the Online Speech Statement display is completed.

Thank you master of ceremonies for the wonderful introduction.

District Director _____, District Program Quality Director – _____, District Club Growth Director, _____, Division Directors, Area Directors, ExCom members of clubs of Division “X”, fellow Toastmasters and guests, good afternoon to all of you.

It is my privilege to be your Contest Chair for the Speech Evaluation Contest.

(Add two lines in this space about the Evaluation contest in your own words and then commence the script as mentioned below)

Before we commence the contest, please allow me to state the rules for this contest for the sake of the audience.

The contestants have been briefed about the rules and regulations of the contest.

The contest shall begin with a Test speech of 5 to 7 minutes by a Test Speaker.

Contestants may make their notes on a white paper as the Test Speaker is delivering the speech.

After the test speech is completed, all contestants will be escorted by the SAA team to a breakout room and given five minutes to write their notes. Request Timer 1 to please accompany the contestants and time the five minutes duration. The contestants should keep their video and microphone on during the entire duration while they are in the breakout room.

The contestants have been briefed to pin the Timers. The speech evaluation will be for three minutes. The timing signals shall be as follows: -

- The green light will be turned on after 2 minutes and shall remain on.
- The amber light will be turned on after 2 minutes and 30 seconds and shall remain on.
- The red light will be turned on after 3 minutes and will remain on till the presentation is completed.
- There will be no indication given to the contestant if he/she exceeds the time limits.

A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds.

Are there any questions?

Now let us meet our contestants:

Please allow me to introduce the contestants in the speaking order as determined by a draw of lots. We have *[Number of contestants]* contestants competing today. I will announce the names of the contestants and they are requested to respond by switching on the camera and microphone and saying hello as his/her name is announced.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

Contestant no	Contestant Name

Eligibility

To be eligible a contestant must;

1. Be a Toastmaster in good standing, in a club in good standing.
2. Not be a current District or International Officer nor have declared the intent to run for District or International office.

I confirm that all contestants are eligible to compete.

Audience: please unmute your microphones and give all the contestants a big round of applause....

Now please mute your microphones again.

It is time now to begin the contest.

Contestants, are you ready? Audience members, are you ready? Role players, are you ready?

Chief Judge _____, Madam/Sir, May I seek your permission to begin the contest?

After receiving the permission, Thank you, Chief Judge

Allow me to introduce the Test Speaker for today; our Test Speaker is

Test Speaker Name, Speech Title

Speech Title, Test Speaker Name

May I now request the Sergeant At Arms team to kindly escort the contestants to the breakout room with the help of the Zoom Master. Timer 1 kindly join the breakout room as well. Contestants please ensure that you are away and unable to reach your mobile phones or any electronic gadgets and would remain in the visibility area of the SAA team members in the breakout room with your microphone on.

As we wait for the contestants to return, _____

On completion of five minutes and the first contestant has entered the main room.

Our first contestant is *[Name him/her and wait for him/her to respond]*.

Please ensure that your audio and video are ON, and you have pinned the Timers. On receiving confirmation from the contestant, Introduce the contestant:

Contestant Number, Contestant Name

Contestant Name, Contestant Number,

At the time of receiving the podium back from the contestant, after the contestant completes the evaluation, please announce - "1 minute of silence for the Judges to mark their ballots"



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

Continue the sequence till the last contestant.

After the last contestant has completed his evaluation, announce - “3 minutes of silence for the Judges to mark their ballots and finalize the results” Request the Zoom Master to confirm if the Chief Judge and the Tally Counters have moved to the breakout room.

Write the appropriate script for any planned activity.

Presentation of Participation Certificates

I would now like to ask all the contestants to join me by Switching ON their Cameras to receive their e-participation certificates. *[Present certificates by sharing the screen]* Ladies & Gentlemen let us give our contestants a round of applause.

This concludes the contest and I hereby adjourn the Speech Evaluation Contest. Toastmasters and guests, thank you for your support. I thank our _____ for providing me this opportunity to be the Contest Chair.

May I now request the Master of Ceremonies, _____ to take the proceedings forward?

Remember, at the time of the announcement of results.

Kindly avoid asking the audience to guess the winners during the announcement of results. Just announce the results in a very businesslike, dignified manner without making any additional remarks. Do NOT ask “Any guesses?”. You need to mention if there are any disqualifications if applicable. The name of the second runner up is announced first, then the first runner up and finally, the winner. This will be the sequence that will be followed by you. On completion, you will hand over to the next Toastmaster as specified on the agenda.



3.3 Table Topics Contest Chair Script

Please start your speech after the Online Speech Statement display is completed.

Thank you master of ceremonies for the wonderful introduction.

District Director _____ District Program Quality Director _____,
District Club Growth Director, _____, Division Directors, Area Directors,
ExCom members, fellow Toastmasters and guests, Good _____ to all of you.
It is my privilege to be your Contest Chair for the _____ Table Topics Contest.

(Add two lines in this space about the contest in your own words and then commence the script as mentioned below)

Before we commence the contest, please allow me to state the rules for this contest for the sake of the audience:

The contestants have been briefed about the rules and regulations of the contest.

The Contest Chair will shuffle the questions' envelopes and select one of them as the Table Topic for the contest. All contestants will speak on the same topic for 2 minutes with a grace period of 30 seconds.

- The timing signals shall be as follows: -
- The green light will be turned on after 1 minute and shall remain on.
- The amber light will be turned on after 1 minute and 30 seconds and shall remain on.
- The red light will be turned on after 2 minutes and will remain on till the presentation is completed.

There will be no indication to the contestant if he/she exceeds the time limits.

A contestant who speaks for less than one minute or more than two minutes 30 seconds will be disqualified.

For this contest, only the first contestant will remain in this virtual room, the rest of the contestants will be escorted by the Sergeant at Arms to a breakout room. Each contestant may stay in the main room after he or she completes the competition. While in the breakout room, all contestants should keep their camera and audio on and remain visible within the frame of the screen.

I will introduce each contestant by announcing the contestant's name then the topic, repeating the topic and the contestant's name.

Now let us meet our contestants:

Please allow me to introduce the contestants in the speaking order as determined by a draw of lots. We have [Number of contestants] contestants competing today. I will announce the names of the contestants and they are requested to respond by switching on the camera and microphone and saying hello as his/her name is announced.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

Contestant no	Contestant Name

Eligibility

To be eligible a contestant must;

1. Be a Toastmaster in good standing, in a club in good standing.
2. Not be a current District or International Officer nor have declared the intent to run for District or International office.

I confirm that all contestants are eligible to compete.

Audience: please unmute your microphones and give all the contestants a big round of applause....

Now please mute your microphones again.

It is time now to begin the contest.

Contestants, are you ready? Audience members, are you ready? Role players, are you ready?

Chief Judge _____, Madam/Sir, May I seek your permission to begin the contest?

After receiving the permission, Thank you, Chief Judge.

I will now pick one envelope to be the Table Topics contest topic in front of the audience and contestants. Open the envelope, in front of the contestants and the audience.

May I now request the Sergeant at Arms team with the assistance of Zoom Master to kindly escort the contestants except the first contestant to the breakout room?

After ensuring all other contestants are in the breakout room, you open the selected envelope by the first contestant.

Our first contestant is *[Name him/her and wait for him/her to respond]*.

Please ensure that your audio and video are ON, and you have pinned the Timers. On receiving confirmation from the contestant, Introduce the contestant:

Contestant Number, Contestant Name Your Topic is _____

I Repeat, Your Topic is _____ Contestant Name, Contestant Number.

Can we all mute the microphones and wait for 1 minute for the Judges to mark their scores. *[Repeat for each contestant.]*



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

[After the last contestant has finished] Can we all mute the microphones and wait for 3 minutes for the Judges to mark their ballots. *[Mute yourself.]*

On completion of three minutes of silence, and ensuring that the Chief Judge and the Tally Counters have left to the breakout room.

Presentation of Participation Certificates

I would now like to ask all the contestants to join me by Switching ON their Cameras to receive their e-participation certificates. *[Present certificates by sharing the screen]*
Ladies & Gentlemen let us give our contestants a round of applause.

This concludes the contest and I hereby adjourn the Table Topics Contest of the Club/Area/Division ____ for the Toastmaster's year ____.

Toastmasters and guests, thank you for your support. This concludes the Table Topics speech contest; I thank our Division Director for providing me this opportunity to be the Contest Chair.

Remember, at the time of the announcement of results.
Kindly avoid asking the audience to guess the winners during the announcement of results. Just announce the results in a very businesslike, dignified manner without making any additional remarks. Do NOT ask "Any guesses?". You need to mention if there are any disqualifications if applicable. The name of the second runner up is announced first, then the first runner up and finally, the winner. This will be the sequence that will be followed by you. On completion, you will hand over to the next Toastmaster as specified on the agenda.



3.4 Humorous Speech Contest Chair Script

Please start your speech after the Online Speech Statement display is completed.

Thank you master of ceremonies for the wonderful introduction.

District Director _____, District Program Quality Director – _____, District Club Growth Director, _____, Division Directors, Area Directors, ExCom members of clubs of Division “x”, fellow Toastmasters and guests, Good afternoon to all of you.

It is my privilege to be your Contest Chair for the Humorous Speech Contest.

(Add two lines in this space about the contest in your own words and then commence the script as mentioned below)

The purpose of today's contest is:

1. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as an encouragement to all.
2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training. Contestants: Our Chief Judge today is TM _____ [his/her video can be switched on].

Please join me in thanking the Judges and the Chief Judge. [Lead applause].

Before we commence the contest, please allow me to state the rules for this contest:

- The contestants have been briefed about the rules and regulations of the contest.
- The contestants shall have 5 to 7 minutes to deliver their speech.
- A contestant will be disqualified if the speech is less than 4 minutes 30 seconds or more than 7 minutes 30 seconds.
- The contestants have been informed of the timing signals. For the benefit of the audience, the timing signals shall be as follows: -
- The green light will be turned on after 5 minutes and will remain on.
- The amber light will be turned on after 6 minutes and will remain on
- The red light will be turned on after 7 minutes and will remain on till the speech is completed.

No indication will be given to the contestant if he/she exceeds the time limits.

Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.

There will be 1 minute of silence after each contestant for the Judges to complete their scores. During this period, everyone is requested to mute their microphones. Protests may only be registered by the contestants or Judges to either the Chief Judge, TM _____ or to myself, as Contest Chair before the contest is adjourned.

Now let us meet our contestants: We have _____ contestants competing today. Please allow me to introduce the contestants in the speaking order as determined by a draw of lots. I request all contestants to unmute and switch their cameras on.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

I will announce the names of the contestants and they are requested to respond by saying hello as the name is announced.

Request the audience to kindly hold your applause until I have Introduced all contestants.

Contestant no	Contestant Name	Speech Title

Eligibility

To be eligible a contestant must;

1. Be a Toastmaster in good standing, in a club in good standing.
2. Not be a current District or International Officer nor have declared the intent to run for District or International office.

I confirm that all contestants are eligible to compete.

Audience: please unmute your microphones and give all the contestants a big round of applause....



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

Now please mute your microphones again.

- During the contest, I will introduce each contest by announcing the contestant's name then the speech title, repeating the speech title and the contestant's name.
- Are there any questions?

Zoom Master, Are you ready?

Timers and Tally counters, are you ready?

Contestants, are you ready?

Audience, are you ready?

Chief Judge _____, Madam/Sir, May I seek your permission to begin the contest?

After receiving the permission, Thank you Chief Judge

It is now time to begin the contest.

Our first contestant is *[Name him/her and wait for him/her to respond]*.

Please ensure that your audio and video are ON, and you have pinned the Timers. On receiving confirmation from the contestant, Introduce the contestant:

[Contestant number]; Toastmaster [Name] [pause] [Speech Title]

[Speech Title] [pause] Toastmaster [Name] [Contestant number].

[mute microphone and switch off video]

[After each speaker has finished, unmute yourself and switch on your camera]

Audience may applaud the speaker using the reaction icons.

Can we all mute the microphones and wait for 1 minute for the Judges to mark their scores. *[Repeat for each contestant.]*

Continue the sequence till the last contestant.

After the last contestant has completed the speech, announce – “3 minutes of silence for the Judges to mark their ballots and finalize the results”

On completion of three minutes of silence, and ensuring that the Chief Judge and the Tally Counters have left to the breakout room.

Presentation of Participation Certificates

I would now like to ask all the contestants to join me by Switching ON their Cameras to receive their e-participation certificates. *[Present certificates by sharing the screen]*

Ladies & Gentlemen let us give our contestants a round of applause.

This concludes the Contest and I hereby adjourn the Humorous Speech Contest of the Club/Area/Division ____ for the Toastmaster's year _____. Toastmasters and guests, thank you for your support.



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

Remember, at the time of announcement of results.

Kindly avoid asking the audience to guess the winners during the announcement of results. Just announce the results in a very businesslike, dignified manner without making any additional remarks. Do NOT ask “Any guesses?”. You need to mention if there are any disqualifications if applicable. The name of the second runner up is announced first, then the first runner up and finally, the winner. This will be the sequence that will be followed by you. On completion, you will hand over to the next Toastmaster as specified on the agenda.



3.5 International Speech Contest Chair Script

Please start your speech after the Online Speech Statement display is completed.

Thank you master of ceremonies for the wonderful introduction.

District Director _____, District Program Quality Director – _____, District Club Growth Director, _____, Division Directors, Area Directors, ExCom members of clubs of Division “x”, fellow Toastmasters and guests, Good afternoon to all of you.

It is my privilege to be your Contest Chair for the International Speech Contest.

(Add two lines in this space about the contest in your own words and then commence the script as mentioned below)

The purpose of today's contest is:

1. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as an encouragement to all.
2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training. Contestants: Our Chief Judge today is TM _____ *[his/her video can be switched on]*.

Please join me in thanking the Judges and the Chief Judge. *[Lead applause]*.

Before we commence the contest, please allow me to state the rules for this contest:

- The contestants shall have 5 to 7 minutes to deliver their speech.
- A contestant will be disqualified if the speech is less than 4 minutes 30 seconds or more than 7 minutes 30 seconds.
- The contestants have been informed of the timing signals. For the benefit of the audience, the timing signals shall be as follows: -
- The green light will be turned on after 5 minutes and will remain on.
- The amber light will be turned on after 6 minutes and will remain on
- The red light will be turned on after 7 minutes and will remain on till the speech is completed.

No indication will be given to the contestant if he/she exceeds the time limits.

Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.

There will be 1 minute of silence after each contestant for the Judges to complete their scores. During this period, everyone is requested to mute their microphones. Protests may only be registered by the contestants or Judges to either the Chief Judge, TM _____ or to myself, as Contest Chair before the contest is adjourned.

Now let us meet our contestants: We have _____ contestants competing today. Please allow me to introduce the contestants in the speaking order as determined by a draw of lots. I request all contestants to unmute and switch their cameras on.

I will announce the names of the contestants and they are requested to respond by



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

saying hello as the name is announced.

Request the audience to kindly hold your applause until I have Introduced all contestants.

Contestant no	Contestant Name	Speech Title

Eligibility

To be eligible a contestant must;

1. Be a Toastmaster in good standing, in a club in good standing.
2. Not be a current District or International Officer nor have declared the intent to run for District or International office.

I confirm that all contestants are eligible to compete.

Audience: please unmute your microphones and give all the contestants a big round of applause....

Now please mute your microphones again.

- During the contest, I will introduce each contest by announcing the contestant's name then the speech title, repeating the speech title and the contestant's name.
- Are there any questions?

Zoom Master, Are you ready?

Timers and Tally counters, are you ready?

Contestants, are you ready?

Audience, are you ready?

Chief Judge _____, Madam/Sir, May I seek your permission to begin the contest?

After receiving the permission, Thank you Chief Judge

It is now time to begin the contest.

Our first contestant is *[Name him/her and wait for him/her to respond]*.

Please ensure that your audio and video are ON, and you have pinned the Timers. On receiving confirmation from the contestant, Introduce the contestant:

[Contestant number]; Toastmaster [Name] [pause] [Speech Title]

[Speech Title] [pause] Toastmaster [Name] [Contestant number].

[mute microphone and switch off video]

[After each speaker has finished, unmute yourself and switch on your camera]



DISTRICT 105 - ONLINE CONTEST CHECKLIST AND SCRIPTS

Audience may applaud the speaker using the reaction icons.

Can we all mute the microphones and wait for 1 minute for the Judges to mark their scores. *[Repeat for each contestant.]*

Continue the sequence till the last contestant.

After the last contestant has completed the speech, announce – “3 minutes of silence for the Judges to mark their ballots and finalize the results”

On completion of three minutes of silence, and ensuring that the Chief Judge and the Tally Counters have left to the breakout room.

Presentation of Participation Certificates

I would now like to ask all the contestants to join me by Switching ON their Cameras to receive their e-participation certificates. *[Present certificates by sharing the screen]*

Ladies & Gentlemen let us give our contestants a round of applause.

This concludes the Contest and I hereby adjourn the International Speech Contest of the Club/Area/Division ____ for the Toastmaster’s year _____. Toastmasters and guests, thank you for your support.

May I now request the Master of Ceremonies, _____ to take the proceedings forward?

Remember, at the time of announcement of results.

Kindly avoid asking the audience to guess the winners during the announcement of results. Just announce the results in a very businesslike, dignified manner without making any additional remarks. Do NOT ask “Any guesses?”. You need to mention if there are any disqualifications if applicable. The name of the second runner up is announced first, then the first runner up and finally, the winner. This will be the sequence that will be followed by you. On completion, you will hand over to the next Toastmaster as specified on the agenda.





Since
1924

DISTRICT 105

www.district105.org



d105toastmasters



District 105 Toastmasters



district105toastmasters