



# Script and Direction for Online Contest

District 26 Online Contest November 9, 2024

The purpose of this document is to assist those involved with executing a speech contest online. This script is not intended to be all-inclusive. Per the 2024-25 Toastmasters International Speech Contest Rule Book, “the contest chair may appoint a contest Toastmaster. In such cases, the term, "contest Toastmaster" should be used for the member supporting the contest.” This script has the contest Toastmaster and Contest Chair as the same person. Please revise according to your contest. The Toastmaster will have the opportunity to speak extemporaneously during the Contestant Interview portion of the event.

Voting judges at all levels must remain anonymous when practical. Confirm all judges do not have any identifying backgrounds or pictures.

Protests are limited to eligibility, originality, and reference to another contestant or another contestant’s speech and must only be lodged by voting judges and/or contestants. This does not include the tie-breaking judge. The tie-breaking judge must remain secret. Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned.

In back-to-back Area speech contests, each Area has their own contest that is conducted one right after the other. Each contestant is to be offered the same equal platform to participate as the next. This script is written with the understanding that the Toastmaster will repeat the same process for each Area contest so that a fair contest is held. If this document requires editing to account for this process, the word file is available for download at <https://www.d26toastmasters.org/online-speech-contest/>

The left column is the script. The right column are general instructions in *italic* for corresponding script.

<< TEXT >> Are instructions within the script that are not meant to be stated

## Zoom Master/Sergeant at Arms:

<p>Welcome Toastmasters, Guests, and Contestants to the District 26 Area Online Speech Contests for the _____ Division!</p> <p>My name is _____ and I will be your Zoom Master and Sergeant at Arms for this contest.</p>	<p><i>Zoom Master/SAA: Call the meeting to Order. Raise virtual hand to move your Zoom window to the top.</i></p> <p><i>General Introduction, no personal info, keep to script</i></p>
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<p>Per the 2024/25 Toastmasters International Speech Contest Rule Book, this statement must be read or included in writing in a location that will be visible to all contest participants:</p> <p>By attending this online Area speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated online 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 online 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</p>	<p><i>Have this statement appear on screen for all to see while the Zoom Master/SAA reads the online statement, then hands off to Contest Chair/Toastmaster</i></p>
<p>Please help me welcome our Contest Chair/Toastmaster _____</p>	<p><i>Introduce the Contest Chair/Toastmaster, handoff. Lower virtual hand if not already lowered.</i></p>

**Contest Chair/Toastmaster:**

<p>Thank you, Madam/Mister Zoom Master/Sergeant at Arms. Welcome to the _____ Area Contests! It is my pleasure to serve as your Toastmaster for these Online Speech Contests.</p> <p>Speech Contests are an important part of the Toastmasters International educational program. The Online Speech Contest enables members to practice public speaking and content development in a competitive setting using an online platform. The topic and purpose of each speech is determined by the speaker. Every speech should fit within the overall purpose of the contest: To clearly develop and present ideas in a substantially original speech.</p>	<p><i>Contest Chair/Toastmaster:  General Introduction, no personal info, keep to script</i></p>
<p>The 2024-25 Toastmaster International speech contest rules have been reviewed with the chief judge and contestants. The contestants have been informed of timing protocols. In this contest, we will hear an original speech from each contestant. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive.</p>	<p><i>Inform the audience, per the 2024-25 TI speech contest rule book</i></p>

Because this is a Zoom platform, introductions will be slightly different than in-person contests. As Toastmaster, I will say, "Will our next contestant enable your microphone and camera and pin the timer? When you have done so, please say READY."

I will then announce the

- a) Contestant's name
- b) Speech Title
- c) Speech Title,
- d) Contestant's Name

1. To ensure that each contestant's audiovisual equipment is functional, each contestant must say, "Thank you, Toastmaster/Contest Chair," after being introduced.

If the audiovisual equipment is functional, I will respond, "You're welcome." Timing will begin with the contestant's next definite verbal or nonverbal communication with the audience. This usually will be the next word uttered by the contestant, but would include any other communication such as sound effects.

If the audiovisual equipment is not functional, the contest chair will notify the contestant and pause the contest to allow for the appropriate corrections.

For this Online Speech Contest, a contestant will be allowed 10 minutes to attempt to make the appropriate corrections.

- i. If the contestant is able to correct the equipment within the 10 minutes, I will reintroduce the contestant.
- ii. If the contestant is unable correct their equipment within the 10 minutes, the contest will continue with the next contestant.

*Testing of Contestant audio/visual*

*Do not make remarks about any speaker or the subject of their speech, or mention the name or location of the speaker's club or place of residence. Introduce each contestant slowly and clearly.*

By random drawing, the contestants will speak in the following order:

SEE SLIDES FOR NAMES

Contest #1: The Contestants for Area xx will be speaking first

Contestant #1:

Contestant #2

Contest #2: The Contestants for Area xx will be speaking in the following order:

Contestant #1:

Contestant #2

Contest #3: The Contestants for Area xx will be speaking in the following order:

Contestant #1:

Contestant #2

Contest #4: The Contestants for Area xx will be speaking in the following order:

Contestant #1:

Contestant #2

*TOASTMASTER: You will announce all names prior to starting the contest. Then read again before each Area's contest.*

*Names and speech titles need to be coordinated beforehand, ideally at the contestant briefing so that correct name pronunciation is also obtained.*

*CHIEF JUDGE provide the Zoom Master with slides for each Area Contest with Contestant names in order of competing so they can be seen and read to the audience*

*ZOOM MASTER: have name slides appear for Toastmaster before each Area contest*

<p>We will observe one (1) minute of silence between contestant speeches, during which voting judges and the tiebreaking judge will mark their ballots.</p> <p>When the last contestant for each Area finishes speaking, I will ask for unlimited time for silence until the ballot counters have collected all ballots. The Chief Judge will announce when we may proceed to the next Area Contest.</p> <p>The next Area contest must only resume once this notification is received.</p> <p>Once the ballots have been collected for the final contest, the Chief Judge will once again notify us and the Zoom Master will move the Chief Judge and ballot counters to their own breakout room. Once they have been moved, I will interview all of the contestants so that you can learn something more about them. Please hold all applause until this time.</p> <p>Now let's get started!</p>	<p><i>CHIEF JUDGE: notify Zoom Master/SAA when ballots are collected after each Area.</i></p> <p><i>Once all Areas are completed, ask to be moved to the Judge's breakout room</i></p> <p><i>Zoom Master/SAA: Once moved, make announcement that the Toastmaster may proceed.</i></p>
<p>Chief Judge, have the contestants, judges, timers, and ballot counters been briefed?</p>	<p><i>Getting Started</i></p>

**Chief Judge:**

<p>"Yes, they have been briefed. The contest may now begin!"</p>	<p><i>Chief Judge: Confirm that all contestants and functionaries have been briefed before contest begins</i></p>
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## Toastmaster/Contest Chair:

<p>Please welcome our first contestant</p> <p>Contestant 1 - please turn on your video, enable your microphone and pin the timer. When you have done so, please say READY.</p> <p><b>Contestant Name;</b></p> <p><b>Speech Title;</b></p> <p><b>Speech Title;</b></p> <p><b>Contestant Name</b></p> <p>&lt;&lt;AWAIT ANSWER&gt;&gt;</p> <p>“Thank you, Toastmaster/Contest Chair,”</p> <p>&lt;&lt;ONCE HEARD SAY&gt;&gt;</p> <p>“You’re welcome.”</p> <p>&lt;&lt;Timing will begin with the contestant’s next definite verbal or nonverbal communication with the audience&gt;&gt;</p> <p>&lt;&lt;ONCE SPEECH IS FINISHED&gt;&gt;</p> <p>Contestant, please turn your video off and mute your microphone. We will now observe one minute of silence.</p> <p>&lt;&lt;AFTER FINAL CONTESTANT&gt;&gt;</p> <p>Contestant, please turn your video off and mute your microphone. We will now move to an unlimited moment of silence.</p> <p>Ladies and Gentlemen, please remain ON MUTE until the Chief Judge and Ballot Counters have received all ballots. Thank you. The Area ___ online contest is now complete. We will now move onto the next Area ___.</p> <p>&lt;&lt;START OVER WITH NEXT AREA&gt;&gt;</p> <p>&lt;&lt;ONCE DONE WITH LAST AREA&gt;&gt;</p> <p>Ladies and Gentlemen, please remain ON MUTE until the Chief Judge and Ballot Counters have received all ballots and are moved to the Judge’s Breakout Room.</p>	<p><i>Introduction of contestants</i></p> <p><b>TOASTMASTER:</b> <b>Names and speech titles need to be coordinated beforehand, ideally at the contestant briefing so that correct name pronunciation is also obtained.</b></p> <p><i>TIMER: keep time of 1 minute of silence and signal Toastmaster when time has elapsed</i></p> <p><i>Do not make remarks about any speaker or the subject of their speech, or mention the name or location of the speaker’s club or place of residence. Introduce each contestant slowly and clearly. Stick to the script</i></p>
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**Zoom Master/SAA:**

<p>Thank you, Madam/Mister Toastmaster, the Chief Judge and Ballot Counters have been moved. You may proceed.</p>	<p><i>CHIEF JUDGE: notify Zoom Master/SAA when all ballots are collected and ask to be moved to the Judges breakout room</i></p> <p><i>Zoom Master: make announcement after moving Chief Judge and Ballot Counters to breakout room</i></p>
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**Toastmaster/Contest Chair:**

<p>Thank you everyone! This is your chance to give all our contestants a big round of applause! Please unmute and show them how much you appreciate them!</p>	<p><i>Thank Contestants – Ad lib as necessary</i></p>
<p>While the ballots are being counted, let’s meet our contestants! I will interview each of you in the order that you spoke.</p>	<p><i>Meet the Contestants</i></p>

<p>Tell us the name of your club and how long you’ve been in Toastmasters.</p> <p><i>&lt;&lt;End each interview with a statement similar to the following:&gt;&gt;</i></p> <p>“As recognition of your contest participation, a Certificate of participation will be emailed to you. Thank you for participating. Great job!”</p>	<p><i>Most Contest Toastmasters will look at the contestants’ profile sheet to arrive at specific questions for each contestant.</i></p> <p><i>Be careful to limit responses to 1 minute or so. No need for another speech from them, just a little time to get to know each contestant.</i></p> <p><i>(If you become aware that the judges are dealing with a protest, you will have to interview for a longer period,</i></p> <p><i>Some additional questions to ask: What prompted you to enter the speech contest? What advice do you have for someone who is thinking of entering a contest? Is there anyone you wish to recognize or thank?)</i></p>
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<<After Chief Judge has completed tally, please notify the Zoom Master to move back to main contest room>>



## Toastmaster/Contest Chair:

<p>Before the results are announced, I'd like to say congratulations to all of our contestants for competing! Let's give them another round of applause</p>	<p><i>Announcing the Results:</i></p>
<p>Thank you everyone for a wonderful contest. It was a great pleasure and privilege to be your Toastmaster and Contest Chair! Special thanks to all the contest participants, judges, and functionaries, without whom this contest would not have been possible</p> <p>I'd now like to bring up the contest chair. &lt;&lt;Or, if the Contest Toastmaster is the Contest Chair, you may want to say&gt;&gt;, "Now let me put on my Contest Chair hat." Please help me welcome our contest chair _____,</p>	<p><i>Per contest rule book, the contest chair announces the winners of the contest. You may want to include the Area Directors</i></p>

## Contest Chair

<p>Thank you, Madam/Mister Toastmaster!</p> <p>There was a disqualification due to time.</p> <p>&lt;&lt;OR&gt;&gt;</p> <p>There were no time disqualifications.</p>	<p><i>State if there were any Time Disqualifications. Do not name them or give times. Per the rule book, the chief judge may discuss the matter privately with the disqualified contestant(s).</i></p>
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Now I would like to present the contest results:

The 3<sup>rd</sup> place winner is \_\_\_\_\_

The 2<sup>nd</sup> place winner is \_\_\_\_\_

The Winner of the XX Area Contest is \_\_\_\_\_

Congratulations!

<<REPEAT FOR ALL AREAS>>

The contest Champions will next compete at the \_\_\_\_\_ Online Division contest in April 2025.

Thank you all for coming to our contest!! We are now adjourned

*Always check you are reading the 3<sup>rd</sup> placegetter first. The 1<sup>st</sup> Place Winner name is the last name you read*

*Repeat presentation of winners for all areas separately*

*If you would like to read individual names to thank, please do not name judges.*