

**“SPEECH CONTEST SCRIPT FOR VIRTUAL CONTESTS”**

By

Quality Contest Chair

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**BEFORE YOU START**

1. Keeping the word in CAPS, replace the following words with the name of the Club President, Area Director, or Division Director:  
[CLUB PRESIDENT / AREA DIRECTOR / DIVISION DIRECTOR].

Contest Starts

**CLUB PRESIDENT / AREA DIRECTOR / DIVISION DIRECTOR**

Call Meeting to Order

Introduce Contest Chair (Educational Level & Name)

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**CONTEST CHAIR**

**PowerPoint Slide 1:**

Welcome the audience

Call designee to Deliver Inspiration or Recite the Pledge of

Allegiance (The Pledge can only be recited before a real flag.)

**PowerPoint Slide 2:**

Recognize dignitaries by asking all dignitaries to stand. The audience will applaud them by holding their hands in the air and twisting them a couple of times (the American Sign Language sign for “applause”).

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**PowerPoint Slides 4 - 5**

Review the agenda

**(Insert the agenda onto the slides)**

Introduce the **Contest Master** (Educational Level & Name)

**CONTEST MASTER**

Deliver Opening Remarks

*Keep it brief but make it fun!*

*Please do not exceed 5 minutes. Remember the focus of a contest is on the Contestants.*

**EVALUATION AND TALL TALES/HUMOROUS/INTERNATIONAL SPEECH CONTESTS**

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**CONTEST MASTER**

(Announce)

“Speech contests are an important part of the Toastmasters educational program.”

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## DISTRICT 50 – 2020 - Contest Master SCRIPT

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“Speech contests provide an opportunity for speakers to gain contest experience, and to recognize the best speakers as an encouragement to everyone.”

“Contests also provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.”

“We will have two contests: The Evaluation and (***Tall Tales/Humorous/International***)

For our Evaluation Contest, all contestants will evaluate the same speech presented by our Featured Speaker. After the speech, contestants will be moved to a separate breakout room, where they will have five minutes to complete their notes. After five minutes, they will be asked to put down their writing utensils and ensure their hands are visible to the camera throughout the waiting period until it is their turn to compete. They will be asked to keep both camera and microphones on through-out the time they are in the breakout session.

The contestants will return to the main room one at a time, in speaking order, to present their evaluation, and will be able to utilize their notes once they return to the main room. Once they have given their evaluation, they may remain in the room.

Speech Contests for Area (s) \_\_\_\_\_ (Name all areas) /  
Division (s) \_\_\_\_\_ (Name all Divisions).”

“Please give your full attention to the contestants while they are speaking. There will be a minute of silence between each speaker to allow the judges to mark their ballots, AND indefinite silence after all speakers to allow the judges to tally their ballots and the ballot counters to collect all ballots.”

“At this time, please check that your microphone is on mute, all video hidden, cell phones or other electronic noisemakers are turned off or to silent, so that they will not distract the speakers. Please refrain from Zoom chatting, texting or status updating in any form during the contests.

“Recording is not permitted without the prior written permission of the contestants. Further, please do not create screenshot photos or audio recordings of any presentation today or post them on any Social Media platform without obtaining the speaker’s permission.”

“Ladies and Gentlemen please welcome our Chief Judge for today’s contest:”

*Announce Chief Judge’s TM educational level and name)*

(Announce)

“Mr. /Madam Chief Judge, have all the contestants, helpers and judges been briefed about this contest’s rules?”

**CHIEF JUDGE**

Chief Judge will say:

“Yes, Mr./Madam Contest Master. Let the Contest begin!”

**CONTEST MASTER**

“We will now begin our Evaluation CONTEST.”

“Sr. Sergeant at Arms, please let me know when all audience members are muted and video off EXCEPT for speaker and timer.”

“The speaking order for the Evaluation Speech Contest is:

Contestant No.1	
Contestant No.2	
Contestant No.3	
Contestant No.4	
Contestant No.5	
Contestant No.6	
Contestant No.7	

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Will our Featured Speaker please come forward.

Featured Speaker *(name)and (title)*

Sergeants at arms, please escort all evaluation contestants to the secret room.

After the SAA and Contestants leave for the breakout room then meet the featured speaker:

Now let's meet our Featured Speaker!

- What is your home club?
- How long have you been in Toastmasters?
- What is your TM Education level?
- Ask 1-2 interview questions from your notes (enough material for about 5 minutes)

[To the Sergeant-at-Arms]: Mr./Madam Sergeant-at-Arms, may we have our first contestant please?

### CONTEST MASTER

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.  
"Thank you."

(Announce)

#### **Contestant # 1**

Contestant name \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

**CONTEST MASTER**

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.  
"Thank you."

(Announce)

**Contestant # 2**

Contestant name \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

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Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.

"Thank you."

(Announce)

### **Contestant # 3**

Contestant name \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.

"Thank you."

(Announce)

**Contestant # 4**

Contestant name \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.

"Thank you."

(Announce)

**Contestant # 5**

Contestant name \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*



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*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

"Contestant please let me know when you are ready." Wait for answer.  
"Thank you"

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.  
"Thank you."

(Announce)

### **Contestant # 6**

Contestant name \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.  
"Thank you."

(Announce)

**Contestant # 7 (LAST CONTESTANT)**

Contestant name \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When LAST contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have an indefinite silence for the judges to mark and tally their ballots, and for the Ballot Counters to collect all ballots. Everyone, you may turn on your video at this time but please keep your sound muted and refrain from chatting."

*When all ballots are collected, the Chief Judge will let you know.*

Thank you, Mister/Madame Chief Judge, the Sr. SAA will now move our Chief Judge and ballot counters to the break out room.

Lead the applause.

"Let's now here from our Area xx Director, education level and name."

**Contest Chair can now move to Slide 6.**

“Thank you, Area Director Name. Please help me welcome Division Director, education level, name.

**Contest Chair can move to Slide 7.**

“Thank you Division Director name and lastly let’s hear about Our upcoming district event”

**Contest Chair can move to Slide 8-9.**

(Announce)

We will now have a 10-minute break. We will resume our contest, at \_\_\_\_\_ .”

Ask Timekeepers to time 10 minutes for the break.

**Have them give you an indication at 2 or 3 minutes so that you will be ready to start on time.**

## **(TALL TALES/HUMOROUS/INTERNATIONAL) SPEECH CONTEST**

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### **CONTEST MASTER**

Call meeting back to order and get the energy back up!

Deliver any special remarks

(Announce)

“Please give your full attention to the contestants while they are speaking. There will be a minute of silence between each speaker to allow the judges to mark their ballots, and indefinite silence after all

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speakers to allow the judges to tally their ballots and the ballot counters to collect all ballots.

"At this time, please check that your microphone is on mute, video hidden and all cell phones or other electronic noisemakers are turned off or to silent, so that they will not distract the speakers. Please refrain from Zoom chatting, texting or status updating during the contests.

"Recording is not permitted without the prior written permission of the contestants. Further, please do not create screenshot photos or audio recordings of any presentation today or post them on any Social Media platform without obtaining the speaker's permission."

"Ladies and Gentlemen please welcome our Chief Judge for today's contest:"

*Announce Chief Judge's TM educational level and name)*

(Announce)

"Mr. /Madam Chief Judge, have all the contestants, helpers, and judges RETURNED to the room?"

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### CHIEF JUDGE

Chief Judge will say:

### CONTEST MASTER

Sr. Sergeant at Arms please give me the thumbs up when everyone is muted EXCEPT for speakers and timer. Pause We will now begin our (**TALL TALES/HUMOROUS/INTERNATIONAL**) SPEECH CONTEST." "The speaking order for the **TALL (TALES/HUMOROUS/INTERNATIONAL)** Speech Contest is:

Contestant No.1	
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Contestant No.2	
Contestant No.3	
Contestant No.4	
Contestant No.5	
Contestant No.6	
Contestant No.7	

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.  
"Thank you."

(Announce)

**Contestant # 1**

Contestant name \_\_\_\_\_

Speech Title \_\_\_\_\_

Speech Title \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

“Contestant please let me know when you are ready.” Wait for answer.  
“Thank you.”

(Announce)

**Contestant # 2**

Contestant name \_\_\_\_\_

Speech Title \_\_\_\_\_

Speech Title \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant’s speech is done, turn your visual back on, unmute your microphone and say:

“We will now have one minute of silence for the judges to mark their ballots.”

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

“Contestant please let me know when you are ready.” Wait for answer.  
“Thank you.”

(Announce)

**Contestant # 3**

Contestant name \_\_\_\_\_

Speech Title \_\_\_\_\_

Speech Title \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.

"Thank you."

(Announce)

**Contestant # 4**

Contestant name \_\_\_\_\_

Speech Title \_\_\_\_\_

Speech Title \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

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*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.  
"Thank you."

(Announce)

### **Contestant # 5**

Contestant name \_\_\_\_\_

Speech Title \_\_\_\_\_

Speech Title \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.



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Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.  
"Thank you."

(Announce)

### **Contestant # 6**

Contestant name \_\_\_\_\_

Speech Title \_\_\_\_\_

Speech Title \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When each contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain muted/silent during the one minute if needed.

SMILE and announce the contestant.

"Contestant please let me know when you are ready." Wait for answer.  
"Thank you."

(Announce)

### **Contestant # 7 (LAST CONTESTANT)**

Contestant name \_\_\_\_\_

Speech Title \_\_\_\_\_

Speech Title \_\_\_\_\_

Contestant Name \_\_\_\_\_

*Treat each contestant as fairly and identically as you can.*

*During the speech, mute your sound and turn off your visual.*

(Announce) -- When LAST contestant's speech is done, turn your visual back on, unmute your microphone and say:

"We will now have an indefinite silence for the judges to mark and tally their ballots, and for the Ballot Counters to collect all ballots. Everyone, you may your video on at this time but please keep your sound muted and refrain from chatting."

**When all ballots are collected, the Chief Judge will let you know.**

"Thank you, Mister/Madame Chief Judge. Sr. SAA, please ballot counters and Chief Judge to break out room."

Lead the applause.

### CONTEST MASTER

#### MEET THE CONTESTANTS

(Announce)

"Let's get to know our contestants. I will call on speakers in order in which you spoke."

Tell the contestants that you will ask them to unmute their microphones in **the order that they first spoke**, beginning with TALL TALES first and then INTERNATIONAL.

Lead applause as the contestants return to the audience's focus.

**CONTESTANT # 1**

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name \_\_\_\_\_

"What club are you representing?"

"How long have you been in Toastmasters?"

"What is your Toastmasters educational level (or, how many speeches have you completed on your path or in some limited cases, in the Competent Communicator manual)."

*Ask each contestant one question you've developed using THEIR profile form for material. Keep interview brief.*

Question:

\_\_\_\_\_

\_\_\_\_\_

Thank the Contestant.

Ask the contestant to please mute his/her microphone.

**CONTESTANT # 2**

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name \_\_\_\_\_

"What club are you representing?"

"How long have you been in Toastmasters?"

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“What is your Toastmasters educational level (or, how many speeches have you completed on your path or in some limited cases, in the Competent Communicator manual).”

*Ask each contestant one question you’ve developed using THEIR profile form for material. Keep interview brief.*

Question:

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Thank the Contestant.

Ask the contestant to please mute his/her microphone.

### CONTESTANT # 3

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant’s name \_\_\_\_\_

“What club are you representing?”

“How long have you been in Toastmasters?”

“What is your Toastmasters educational level (or, how many speeches have you completed on your path or in some limited cases, in the Competent Communicator manual).”

*Ask each contestant one question you’ve developed using THEIR profile form for material. Keep interview brief.*

Question:

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Thank the Contestant.

Ask the contestant to please mute his/her microphone.

**CONTESTANT # 4**

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name \_\_\_\_\_

"What club are you representing?"

"How long have you been in Toastmasters?"

"What is your Toastmasters educational level (or, how many speeches have you completed on your path or in some limited cases, in the Competent Communicator manual)."

*Ask each contestant one question you've developed using THEIR profile form for material. Keep interview brief.*

Question:

\_\_\_\_\_

\_\_\_\_\_

Thank the Contestant.

Ask the contestant to please mute his/her microphone.

**CONTESTANT # 5**

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name \_\_\_\_\_

"What club are you representing?"

"How long have you been in Toastmasters?"

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“What is your Toastmasters educational level (or, how many speeches have you completed on your path or in some limited cases, in the Competent Communicator manual).”

*Ask each contestant one question you’ve developed using THEIR profile form for material. Keep interview brief.*

Question:

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Thank the Contestant.

Ask the contestant to please mute his/her microphone.

### CONTESTANT # 6

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant’s name \_\_\_\_\_

“What club are you representing?”

“How long have you been in Toastmasters?”

“What is your Toastmasters educational level (or, how many speeches have you completed on your path or in some limited cases, in the Competent Communicator manual).”

*Ask each contestant one question you’ve developed using THEIR profile form for material. Keep interview brief.*

Question:

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Thank the Contestant.

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Ask the contestant to please mute his/her microphone.

### CONTESTANT # 7 – LAST CONTESTANT

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name \_\_\_\_\_

"What club are you representing?"

"How long have you been in Toastmasters?"

"What is your Toastmasters educational level (or, how many speeches have you completed on your path or in some limited cases, in the Competent Communicator manual)."

*Ask each contestant one question you've developed using THEIR profile form for material. Keep interview brief.*

Question:

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Thank the Contestant.

Ask the contestant to please mute his/her microphone.

### CONTEST MASTER

**Contest Chair can move to Slide 11.**

### RECOGNITION OF HELPERS:

Turn the focus to the Contest Chair by calling him or her by name and thanking them.

*Lead Applause*

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Thank the judges for judging. BUT DO NOT ask the judges to introduce themselves or unmute their microphones. *The current rule requires judges to remain anonymous.*

Lead Applause

If the Chief Judge has returned, turn the focus on him or her by introducing him or her by name and thanking him or her.

Thank the contest helpers: Timers, Sergeants-at-Arms, Ballot Counters, and Registration. *Their microphones should remain muted.*

Lead Applause

- **Chief Judge lets Contest Master the voting is complete.**

- **Sr. SAA moves the Contest Chair and myself to breakout room with Chief Judge**

### District Representative

**Contest Chair can move to Slide 12.**

Turn the focus to the District Representative for DISTRICT announcements

"Now let's hear from [ Educational level and Name ] about District announcements."

Lead applause.

District Rep unmutes microphone and makes announcements

Representative returns control to Contest Master to winners.

**Note: Please allow time for the Contest Master to collect info. Stall if needed.**

- **In break out room, Contest Chair updates slides 14-16 and 18-20.**

- **Contest Masters updates printed winners sheet from the Chief Judge.**



- When they are complete, Sr. SAA moves everyone back over to the contest room.

*(Lead applause)*

## CONTEST MASTER

### PRESENTING AWARDS

(Announce)

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

*Announce any disqualifications, then winners, EXACTLY according to the list provided by the Chief Judge.*

- *In contests with three or more contestants, announce third, second, and first place.*
- *In contests with two contestants, announce only second and first place.*

**Contest Chair can move to Slide 21.**

*No more announcements or comments will follow announcement of winners.*

(Announce)

**"This contest is adjourned!"**

**"We will now have a debriefing with the core team. Everyone else, please log off at this time. Again, thank you for attending."**