

# CONTESTANT, CONTEST TOASTMASTER, SERGEANTS-AT-ARMS AND ZOOM MASTER SCRIPT FOR VIRTUAL CONTESTS

## INSTRUCTIONS TO CONTEST CHAIR

Welcome to the Toastmasters International District 25 Contest Chair briefing script. This is a template for a virtual Table Topics and International Speech Contests.

Please arrive at least 1 hour 15 minutes before your contest begins. You can use the 15 minutes, before others arrive, to get organized and verify your audio and video operates properly. Start your briefings on time.

Perform the following briefings, with the audiences specified:

1. Contestants
2. Contest Toastmaster
3. Sergeants-At-Arms
4. Zoom Master

Remember, your Contest Chief Judge will need to brief you, your Contest Toastmaster, and your Zoom Master before the contest begins. These are usually very short conversations, lasting 2-3 minutes.

# CONTESTANT BRIEFING

Contest Chair gathers the Contestants and delivers the following briefing. Contest Toastmaster should be present as should Sergeants-at-Arms and Zoom Master.

## CONTEST CHAIR

My name is \_\_\_\_\_ and I am the Contest Chair for the (DIVISION) Speech Contest.

Thank you for participating in this event and for attending the briefing. The briefing has several purposes, including completing required contest forms, determining the speaking order, and reviewing the rules and procedures for the contest.

Winners from today's contest will represent the Division at the District Contest. The District Contest will be recorded on May 8, 2021 with winners announced at the District Conference on May 14-15, 2021.

If you are using a cellphone, please ensure you are synced with your computer by entering your participant code.

Email each contestant copies of the ELIGIBILITY AND ORIGINALITY form and the PROFILE form. Profile form may have been submitted before the contest, but the ELIGIBILITY AND ORIGINALITY form must be completed at the contest.

Also, have numbered slips of paper prepared to draw for speaking order of each contest, one slip for each contestant. You will draw for contestants and announce their speaking order.

## CONTEST CHAIR

I will draw the speaking order. I am now drawing for \_\_\_\_\_.  
<draw>. <repeat process for all contestants for each contest>.

Speaking order can be sent in chat to the chief judge or designate a person to be in the room (like the division or area director) to provide it to the chief judge.

## CONTEST CHAIR

The rules of eligibility are as follows.

To be eligible to compete in any official Toastmasters speech contest, a member must: be a paid member of the club, area, division, and district in which he or she is competing. Also, the club must be in good standing. A new, dual, or reinstated member must have dues and membership application current with World Headquarters. No Toastmaster may compete in multiple Areas, Divisions or Districts for the same type of speech.

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↑ For International Speech Contests only.

### CONTEST CHAIR

In addition, to be eligible to compete in the International Speech Contest, a member must: have completed six speech projects in the Competent Communication manual and been a member prior to the date of the Pathways rollout in our Region (February 13, 2018) or have earned a Certificate of Completion in levels 1 and 2 of any path in the Toastmasters pathways learning experience.

However, a charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the area contest.



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### CONTEST CHAIR

To be eligible to compete in any official Toastmasters speech contest, a member must maintain eligibility at all levels of any contest. If at any level, it is determined that a contestant

was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.

You were instructed to electronically complete the Speaker's Certification of Eligibility and Originality form prior to this briefing. Please date today and send to me now at this email address as a PDF file or picture. At the same time, provide your name and speech title to announce your speech. (Contest Toastmaster provides their email address to the contestants).

By signing this form, you certify that you have read and understand the rules regarding eligibility.

Please email your eligibility forms to me. Provide email address in the chat for everyone in the briefing. After collecting and verifying you have all eligibility forms for each contest, email them to the Chief Judge prior to the beginning of the contest.



Distribute the profile form to all contestants who did not bring theirs already filled out.

### CONTEST CHAIR

Please complete your profile form if you have not done so already. Include only information about yourself that you will be comfortable speaking about during the contestant interviews to be conducted following the contests.

Collect profile forms. Provide profile forms to Contest Toastmaster. If need be, allow a contestant to complete profile while you are performing other briefings, but do not forget to ensure profile form is emailed to the Contest Toastmaster.

### CONTEST CHAIR

We will now review the rules and procedures for this contest.

Your speech must comply with ALL current Toastmasters International rules. You should have already reviewed this year's rulebook. If you do not have one and would like one, please see me after this briefing.

The speaking area for the contest is a camera view that shows the upper half of your body, ending slightly below the waist. It is recommended you stand during your presentation to make sure gestures can be seen. Please rename yourself in to match the agenda. In order to test visibility and audio, please position yourself now as you will during contest and state the virtual handshake, "Good (morning, afternoon, evening), Contest Toastmaster." I will respond "Thank You" for this demonstration.

Allow the contestants time to test visual and audio requirements. Repeat for each contestant

For Table Topics, the Zoom Master will change their video settings to 'Spotlight Video' for the contestant so that only the speaker will be seen by the audience, after the Table Topics question is read. When the contestant re-enters the Contest Room, they will need to find the Timer during the minute of silence.

For International Speech, the Zoom Master will change their video settings to 'Spotlight Video' for the contestant so that only the speaker will be seen by the audience, during the minute of silence. This will cause your video to shift when you speak.

Please ensure the timer displaying the timing signal is always visible. This person will be named as "Timer – their name."

You have the option to pin the timer's video, so they are the

only video visible in your view. If you have the newer version of Zoom, you can place your cursor over the timer's video and move to a position on the screen that will allow you to see them at all times. Switching to 'Gallery View' may make it easier to find the timer. You will be able to move the timer to a position that you can see. You may want to time your speech yourself. If you time yourself, please note this will not be the official time.

During the minute of silence, you will also need to unmute your microphone before the virtual handshake. Take the time you need to make sure you are situated properly.

Are there any questions regarding the speaking area or the minute of silence?

Address any questions. Note: Do not invite objections about the speaking area; this issue can and should be determined prior to the contest.

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↑ For Table Topics Contests:

### CONTEST CHAIR

At the appropriate time in the contest, the Zoom Master will place you in the assigned sequestration room with a designated Sergeant at Arms. Please keep your camera on while in the sequestration room. The Sergeant at Arms will inform you when you can reenter the main room. The Zoom Master will then spotlight you and the Toastmaster will acknowledge you as discussed earlier.

↓ Describe the Sequestration Room as a separate Zoom breakout room.

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### CONTEST CHAIR

Each contestant must remove any badge or other items that reveal his or her education level or club affiliation, including your name shown on screen or virtual background. Please do this now.

Check to make sure contestants are not wearing inappropriate identifying info.

**CONTEST CHAIR**

We will review the time limits for the speech contests, per the rulebook.

For the Table Topics speech competition, a qualifying time is \_\_\_\_\_. The timers will display a:

Green light at \_\_\_\_\_; a yellow light at \_\_\_\_\_; And a red light at: \_\_\_\_\_. You will be disqualified at: \_\_\_\_\_.

For the International Speech competition, a qualifying time is \_\_\_\_\_. The timers will display a:

Green light at \_\_\_\_\_; A yellow light at \_\_\_\_\_; And a red light at: \_\_\_\_\_. You will be disqualified at: \_\_\_\_\_.

Fill in the blank lines above using the speech presentation time limits:

CONTEST	QUALIFY	GREEN	YELLOW	RED	DISQUALIFY
International Speech	04:30	05:00	06:00	07:00	07:31
Table Topics	01:00	01:00	01:30	02:00	02:31

**CONTEST CHAIR**

The virtual handshake will not be counted as part of your timed speech. The timers have been instructed

that the start time of your speech begins upon your first word or any clearly visible movement indicating you're starting the speech, whichever occurs first.

Remember, the timer with the timing cards is identified on screen as Timer \_\_\_\_\_ (their name) will review how to see the timing cards when we enter the contest room.

This is all important. Do you have any questions on the timing indicators or about qualifying and disqualifying times?

Answer any questions that contestants have about the cards and time boundaries. Inform the contestants they can see the timing cards demonstrated when they are shown the speaking area. Instruct the contestants as to how to pin the Timer in their view. Hover over the Timer's photo and click the ellipses (...) then select pin.

### CONTEST CHAIR

After the minute of silence, the Toastmaster will initiate the virtual handshake. The Toastmaster will state, "Contestant Number X, please acknowledge you are unmuted with a 'Good (morning, afternoon, evening) Contest Toastmaster.'" After your response, the Toastmaster will respond with "Thank You" and then introduce you as follows.

When you are introduced for the International Speech Contest, the Contest Toastmaster will announce your name, followed by your speech's full title, full title again, and then your name.

When you are introduced for the Table Topics Contest, the



Contest Toastmaster will announce your name, followed by the table topic, table topic again, and then your name. At this time, the District Representative will also provide the Table Topics question to each contestant by private chat. When you hear your name the second time, that is your cue to begin

### CONTEST CHAIR

Contest Toastmaster, verify the proper pronunciation of the contestants and their speech titles

Contest Toastmaster reviews both speech titles and name pronunciations.

## CONTEST CHAIR

Contestants can be disqualified for any of the following five reasons:

1. Contestant is not on the Zoom meeting when the person conducting the contest is introduced. Please refer to your agenda on when the contest is scheduled to begin. You will raise your hand to indicate you are present. It is in the Participants section. Test that action now.

Pause and confirm that you see all contestants' hand raise.

2. Contestant's speech is timed as under the qualifying time or over the disqualifying time.

3. Contestant is determined to be ineligible. We have gone over the eligibility requirements earlier in this briefing. If there are further questions, please see me after this briefing and we can review in the rulebook.

4. Contestant's speech violates contest rules on originality. This requires a consensus of the voting judges.

5. Contestant references another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.

Only contestants or voting judges may lodge protests with the Chief Judge or with me, the Contest Chair, before the contest winners are announced. Once winners are announced, the results are final. The Chief Judge will resolve protests per the current Toastmasters International

Rulebook under the section Protests and Disqualifications.

All decisions of the judges are final. If you protest a speech, you must send a chat message to the Chief Judge before they leave the main room. The Chief Judge will be named "Chief Judge – (name)". Test how to send a chat now by sending a chat message to me.

The rules on props are as follows:

Props can be set up at any time before the minute of silence, if they are not distracting to another contestant.

They should be removed from view after you have spoken. If you are using props, please tell me now. I will verify they can be seen by the camera.

Review any props and evaluate time to set up and tear down.

That covers the information required for the contestant briefing. There is still time to address any questions. Do any of you have any questions?

Answer any questions the contestants have.

### CONTEST CHAIR

Hearing no further questions, this briefing is concluded.  
Thank you again for your participation and compete well.

# CONTESTANT BRIEFING CHECKLIST

- Rules on Eligibility, Originality & Signatures
- Contestant Profiles
- Speaking Order
- Speaking Area & Spotlight Video
- Identification
- Timing & Timing Cards
- Introductions & Virtual Handshake
- Disqualification
- Props
- Use of Zoom
- Questions?

# CONTEST TOASTMASTER BRIEFING

After the contestant briefing, and before the contest begins, conduct the Contest Toastmaster briefing by asking the following questions.

## CONTEST CHAIR

Do you have any questions on the dignitary introduction statement in the script?

If yes, review the procedure, as necessary, with the Contest Toastmaster.

## CONTEST CHAIR

Have you recorded the speaking order on your script, so you can announce it to the audience?

If no, review the speaking order with the Contest Toastmaster.

## CONTEST CHAIR

Are you comfortable with the name pronunciations and speech titles?

If no, review the names and speech titles with the Contest Toastmaster. For pronunciation, help may be sought from the Director of the contest.

## CONTEST CHAIR

Do you understand the proper introduction technique?

If no, review the procedure below. This information is also included in the contest script.

International:	Name, Title, Title, Name
Table Topics:	Name, Table Topic, Table Topic, Name

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↑ For Table Topics Contest only:

## CONTEST CHAIR

You will receive the table topics question just prior to the beginning of the contest. Please keep it private until the end of the contest. Please note that the District Representative will private chat the message to the contestant after you state the question the second time.

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## CONTEST CHAIR

Do you have the profile forms you need to conduct contestant interviews, and have you prepared your questions for this portion of the contest?

If no, provide completed forms to the Contest Toastmaster at this time.

## CONTEST CHAIR

Follow the script to announce the winners. It is best not to attempt an announcement on the fly. The Chief Judge will send you the results form by email or by text message. Verify with the Chief Judge prior to the contest which method will be used.

As part of the District 25 script you were provided, you will be asking the Contest Chief Judge if the contest may proceed. If the answer is “no” or the Chief Judge does not respond, you are **not** to continue the contest. You will need to entertain the audience until the judging staff is prepared to continue. Refrain from making any discussion that might bias or otherwise cause the contest to be unfair. Ad hoc Table Topics with the audience is always possible time filler – though **do not ask any contestants** to speak.

Your other duties include working with the timers – asking them to time a minute of silence between and before speeches, as well as saying that the judges will have as much time as they need to mark their ballots once the final contestant speaks.

With any delay of the contest, as with the clearance of the Chief Judge mentioned a moment ago, it is your responsibility to fill the time until the contest is back on

track.

You will initiate a virtual handshake with each speaker, as indicated in the script. The purpose of the virtual handshake is to verify their line is unmuted. Do not proceed with announcing the contestant until you have heard the contestant's response.

Do you have any questions or concerns?

Thank you for serving as our contest toastmaster!

Certificates will be virtual and delivered to the contestant at a later date.

## **BRIEFING CHECKLIST CONTEST TOASTMASTER**

- Dignitaries
- Speaking Order?
- Contestant Name Pronunciation
- Contestant Speech Titles
- Contestant Introduction Technique  Table Topics Question?
- Contestant Profile Forms
- Announcement of Winners
- Chief Judge Clearance to Proceed
- Time Fillers
- Minutes of Silence  Questions?  Certificate of Appreciation

# SERGEANTS AT ARMS BRIEFING

After other briefings and before the contest begins, conduct the Sergeants-at-Arms (SAA) briefing. There will only be the need for a two SAAs for the Table Topics Contest. Make sure you have enough bodies to fill all jobs.

Table Topics	One Sequestration SAA One Main Contest Room SAA
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## CONTEST CHAIR

One Sgt. At Arms will remain in the sequestration room with contestants, the other Sgt. At Arms will be in the main contest room. Contestants are to remain in the sequestration room until you are contacted and requested to inform them to return to the main room. Do not allow contestants to be unmonitored and they must keep their camera on while in the room.

You will be contacted via text or phone call to have the next contestant leave the sequestration room.

What is your cell phone number \_\_\_\_\_?

Do you have any questions or concerns?

Thank you for volunteering as a sergeant at arms at our contest!

Deliver Certificate of Appreciation to the SAAs.

## SERGEANT - AT - ARMS BRIEFING CHECKLIST

- Sequestration (Table Topics Only)
- Questions?
- Certificate of Appreciation



# ZOOM MASTER BRIEFING

Expectations for the contest Zoom Master.

## CONTEST CHAIR

Thank you for establishing this briefing breakout room, the Chief Judges breakout room, the sequestration room for the Table Topics contestants, and the holding area breakout room.

During the Table Topics and International Speech Contests, please spotlight the contestants during the minute of silence so that they are prominently displayed.

## CONTEST CHAIR

Do not allow anyone in the sequestration room except for the Table Topics contestants and the sergeant at arms.

## CONTEST CHAIR

Participation and winner certificates will need to be emailed to the Zoom Master for presentation during interviews and announcement of winners.

During the interviews of the contestants, you will need to share the participation certificate and spotlight the corresponding contestant so that a screen shot can be taken.

During the announcement of the winners, you will need to share the winner certificates and spotlight the winner with the certificate and then share the winner certificate and multi-person spotlight the corresponding winner, Toastmaster, Area Director, and Division Director.

## CONTEST CHAIR

Attendees will be watching the contest with their microphones live. If anyone has distracting noises, please mute the attendee to prevent

distracting the contestants.

Do you have any questions or concerns?

Thank you for volunteering as the Zoom Master at our contest!

Deliver Certificate of Appreciation to Zoom Master.

## **ZOOMMASTER BRIEFING CHECKLIST**

- Established a minimum of four rooms
- Limiting members in the Sequestration Room
- Send a message to the Sequestration Room indicating to the SAA to send the next contestant to the Main Room.
- Sharing screens and spotlighting contestants  Multi-person spotlight
- Questions?  Certificate of Appreciation