**Chief Judge Script**

Eligibility requirements have been checked and all contestants and contest officials are in good standing.

Before the contest, voting judges, counters, and timers were briefed on their duties by the chief judge.

Contest officials have received all necessary forms in advance of the contest. Fillable versions of all speech contest forms are available on the Toastmasters International website

Judges and ballot counters should remain anonymous and will want to name themselves, based on their role only. You may want to assign them a number to distinguish between officials (e.g. Judge 1, Judge 2, etc.).

**Voting judges you have three options to submit your ballot:**

**Paper ballots**

Print a copy of the ballot, fill out the results, tear off the bottom portion of the ballot (a) scan and email a copy to the chief judge/ballot counters or (b) take a picture of the ballot and either email or text the photo to the chief judge/ballot counters.

**Digital ballots**

Digitally submit ballots with their e-signatures, either by email/text.

**Replicate ballots**

If a contest official does not have a printer and does not know how to apply a digital signature, you can draw the bottom part of the ballot on a paper, write the results, sign and take a photo and text it to the chief judge and ballot counters.

**The top portion of the ballot is not provided to the chief judge and ballot counters.**

Once all of the ballots (and timing sheets – please see below) have been emailed/texted to the ballot counters and chief judge, the chief judge will acknowledge the receipt of all ballots and ask the Zoom master to move them and the ballot counters to a breakout room. If it is an in-person contest, the chief judge and ballot counters will move to an onsite breakout room to count the ballots and review the timing sheets.

**Timers**

Two timers are appointed by the chief judge. Timer 1 will be primary and have a stopwatch changing the backgrounds (online) or lights (in-person) as appropriate. If online, Timer 1 will raise their virtual hand so that they are positioned in the top left corner of the screen for all to see.

Timer 2 will also have a stopwatch, but will not be changing the backgrounds or lights unless Timer 1 is disconnected during the contest for online contests. As soon as Timer 2 notices that Timer 1 has left the online forum, Timer 2 will raise their virtual hand and start changing the colours from where Timer 1 left off.

The speaker will receive an additional 30 seconds to accommodate the disruption in the timing colours/lights.

The signaling device must be in full view of each contestant.

Ensure that contestants can see all signals and know how to keep the timer in view. For example, some platforms will allow contestants to pin the timer’s video so that it remains the primary video on their screen.

Timers should email their completed ballot to the chief judge and counters directly.