**Script is in blue.**

**“Stage directions” are in red.**

***Information that needs to be customized for each contest is in italics.***

**WELCOME:**

Welcome to the International Speech contest. In a few minutes you will hear the speakers who are competing to win the *(name of club/Area/Division/District)* International Speech Contest and will go forward to compete in the *(Area/Division/District)* International Speech Contest. And who knows, the winner may finish up winning the World Championship of Public Speaking that will be held at the International Convention in August 2024.

In order to maintain a quality environment for all, please leave yourself on mute unless you are a contestant or contest official and need to speak at that time.

Also, as a courtesy to our speakers and other Toastmasters, we ask that you do not take photographs or video during the contest and that you turn off cell phones and all electronic recording devices.

* The rules have been reviewed with the chief judge and contestants, and a speaking order has been drawn. The speaking order for this contest is (*announce names, in order and repeat twice*).
* The contestants have been informed of the location and type of the timing signals.
* Green at five minutes, yellow at six minutes, and red at seven minutes.
* Contestants who speak for less than four minutes and thirty seconds, or more than seven minutes and thirty seconds, will be disqualified.
* While a speaker is performing, no one is permitted to enter or leave the meeting.

**Choice:** (*Late attendees will not be admitted or the Zoom Master will admit late attendees during the minute of silence between speakers)*.

* Please observe the minute of silence between contestants.

You will be pleased to know that our Chief Judge for this Contest is *(name of Chief Judge).*

Mister/Madam Chief Judge, are we ready to proceed?

Once the Chief Judge has answered “Yes”:

Then let us begin our contest.

**INTRODUCTION OF SPEAKERS:**

Do not make preliminary remarks about the speaker or the subject of the speech.

Do not mention the name or location of the speaker’s club or their place of residence.

Introduce each contest speaker by stating the Contestant’s name, their speech title, their speech title, and their name.

Our first contestant is: (*Contestant’s name, Speech Title, Speech Title, Contestant’s name)*

Allow one minute of silence between speeches.

Thank you, *(name of contestant).* Timer, please give our judges one minute to mark their scorecards. Fellow Toastmasters, please maintain silence during this one minute.

Do not comment on the speeches or on any of the contestants.

The chief timer uses timing signals to show the end of the minute of silence. When red is shown:

Our next contestant is: (*Contestant’s name, Speech Title, Speech Title, Contestant’s name)*

And so on. Do not say, “Our final contestant is…”. Instead, say:

Our next contestant is: (*Contestant’s name, Speech Title, Speech Title, Contestant’s name)*

Thank you, (name of final contestant). Timer, please give our judges one minute to mark their scorecards. Fellow Toastmasters, please maintain silence during this one minute.

**Choice:** The Chief Judge, Judges, Timers and Ballot Counters will be moved to a breakout room after the minute of silence. In the breakout room, the ballots will be submitted to the Chief Judge and ballot counters. Timing will be reviewed and ballots counted.

Thank you. Sergeant At Arms, please place our Chief Judge, all of our judges, timers and ballot counters in the breakout room, so that they can complete their tasks.

**Or …** silence will be maintained until the Chief Judge confirms that all ballots and timing sheets have been submitted at which point only the Chief Judge and Ballot Counters will be moved to a breakout room to count the ballots.

Moving all the contest officials to a breakout room after one minute of silence does save time as the contestant interviews can start sooner. The choice will depend on time set aside for the contest, the number of contestants, etc.

Thank you Timer. Fellow Toastmasters, please maintain silence until I have confirmation from the Chief Judge that (*he/she)* has received all of the judge’s ballots and timing sheets.

**CONTESTANT INTERVIEWS:**

**You may or may not be staging a second contest as part of the same event. Follow the instructions and script below that are applicable to your situation.**

1. **If you are staging another contest as part of this meeting,** DO NOT interview the contestants (in case they are competing in the event’s second contest, and their responses influence the judges in any way). Instead, stage a round of Table Topics for example, opening up the opportunity to guests.

You should have agreed with your Chief Judge how they will advise you that a clear, uncontested result has been agreed upon. That may be by text message to you, or by them returning to the main room and giving you a “thumbs up”. Once you have that signal, you MUST say:

Fellow Toastmasters, I will now adjourn the International Speech Contest. Results will be announced when we have completed our second contest today. Let us move on to *(name of second contest).*

1. **If you have already completed the second contest or are only holding the International Speech Contest,** invite all the Contestants to unmute and turn their video on.

I have received confirmation from the Chief Judge that (he/she) has all of the judge’s ballots and the timing sheets. Sergeant At Arms, please place our Chief Judge and ballot counters in the breakout room, so that they can complete their tasks.

Fellow Toastmasters a round of applause for all of our contestants.

Contestants, please unmute and turn on your video as I would like to ask you some questions as we await the results.

Note: Interviews should be limited to 1 to 2 minutes for each Contestant. If at the end of the first round of questions, the Chief Judge has not yet returned to the main room with the results, another round of questions can be undertaken.

During the first round of questions, present each contestant with participation certificates or inform them that you will be sending them digitally.

Question to ask all Contestants.

• Please tell us your name, Club, Area, and Division.

Additional Questions for the Contestants.

Contestant #1 What was your motivation for competing?

Contestant #2 How did you come up with your speech title?

Contestant #3 Where do you find your inspiration for your topic?

Contestant #4 How has your club helped you prepare?

Contestant #5 How has Toastmasters impacted your life?

Contestant #6 What advice would you give to members who have never competed?

Contestant #7 How does speaking in front of a larger crowd affect your performance?

Contestant #8 What made you join Toastmasters?

Contestant #9 What has been your most memorable experience with Toastmasters?

Contestant #10 How do you prepare for competing in the contest?

You should have agreed with your Chief Judge how they will advise you that a clear, uncontested result has been agreed upon. That may be by text message to you, or by them returning to the main room and giving you a “thumbs up”.

After interviewing the contestants, lead a round of applause for the contestants, and request that they again mute themselves.

I have received the results from our Chief Judge, who has confirmed that there are (*no time disqualifications/x time disqualifications)*. **Do not announce by name any contestants who have been disqualified.**

**PRESENTING THE AWARDS:**

*1. In contests with* ***three or more*** *participants, a third-place winner, a second-place*

*winner, and a first-place winner will be announced.*

*2. In contests with* ***less than*** *three participants, a second-place winner (if applicable)*

*and a first-place winner will be announced.*

Our third place winner is *(name of contestant*). Congratulations, here is your certificate.

Our second place winner is (*name of contestant*). Congratulations, here is your certificate.

And our club/Area/Division/District champion is *(name of contestant).* Congratulations, here is your certificate. You will go forward to the *(Area/Division/District)* Contest. And who knows, you may be the winner of the District International Speech Contest trophy in May 2024.

Ensure the top three winners have their video on and announce to the audience.

“The winners of the International Speech Contest.”

Pause briefly for anyone who wants to take photographs or screen shots.

Make any announcements that are requested of you by the District Leaders.

In closing, I would like to thank the Contest Officers and volunteers for all their help, and you the audience for your attention and for attending. The contest is adjourned.

If you are running a second contest in the same event, reopen that contest and follow its script.