



# **District 90**

# **Hosting a Successful**

# **Speech Contest**

A SPEECH CONTEST GUIDE

Updated for the 2019/20 Toastmasters Year v1

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## **Introduction**

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Speech contests are an important part of the Toastmasters educational program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.

This booklet contains the rules and standard procedures for conducting the International, Evaluation, Humorous, Table Topics, and Tall Tales speech contests. If you are involved in conducting or competing in a speech contest, please read these rules carefully and follow them.

By doing so, you will ensure a fair speech contest and an enjoyable event for everyone.

# How to Organise a Club Contest

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## 1. Planning

- A. Check with your area director for the date of the area contests and then set the date for your four contests as part of your club calendar for the year. Club contests may be held at any time during the year; however, it is recommended they are completed no less than two weeks prior to the area contest. Some clubs conduct two contests at a meeting, others will only fit in one contest at a meeting together with other activities.
- B. Plan the agenda for each contest meeting and allow time for the chief judge briefing and the contest chairman briefing (usually about 15-20 minutes). Refer to the Contest Provisions Checklist on page 18 for more information. The briefings can either be conducted prior to the start of the meeting or during the meeting.
- C. Study the Speech Contest Rulebook (<https://www.toastmasters.org/leadership-central/speech-contests>).

## 2. Preparation and Promotion

- A. Ensure all members have plenty of notice of the dates for the contests.
- B. Inform your area director of your contest dates. Clubs may invite the area director to act as chief judge at a club contest or allocate this role to an experienced club member.
- C. Promote your contests to all members and through your club's newsletter, website and in the wider community as a PR campaign.
- D. Send contest forms and the latest version of the rulebook to your members so they can familiarise themselves prior to the contest meeting (this is particularly important to understand the judging criteria). Contestants are to complete the Speaker's Certification of Eligibility and Originality and Speech Contestant Profile forms.
- E. Contestants need to complete a Speaker's Certification of Eligibility and Originality for each contest they are competing in.
- F. Invite special guests and send confirmation email.

## 3. Personnel & Eligibility – Chief Judge, Voting and Tiebreaking Judges

- A. To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below:
  - 1. At a club contest, be a paid member.
- B. All other contest officials and the Evaluation contest test speaker must be paid members.
- C. To see how many officials are needed for the club level contest, see the Officials Required for Each Level of Contest list on page 13.

## 4. Who can be the contest chairman?

- A. The vice president education is usually the contest chairman however he/she can delegate this role or some of the duties to an experienced club member.
- B. The contest chairman can appoint a contest Toastmaster to conduct the actual contest.
- C. The contest chairman advises all contest personnel in advance of their duties and ensures that they understand what to do in their role.

## 5. Evaluation contest test speaker

- A. For the Evaluation contest, appoint a test speaker. It is recommended (where practical) that the test speaker is:
  - 1. working through the *Competent Communication* manual or Toastmasters Pathways learning experience
  - 2. not a member of the same club as any of the contestants

## 6. Performance at the Contest

- A. The contest chairman reviews the contest rules with the contestants, conducts a draw for speaking positions and acquaints the contestants with the speaking area as well as checking any special requirements.
- B. The chief judge selects a tiebreaking judge, and briefs the judges, timers and ballot counters. It is recommended that no judge be related to a contestant.
- C. The briefing can be done during the meeting as an education for club members. This is important for all members (whether contestants, judges or other officials) since the briefing is the main way members are introduced and educated in the methodology of the Toastmasters judging process.

## **7. Trophies <sup>1</sup>**

- A. Personal trophies are normally only presented to first place in a club contest.
- B. Here is an example of the engraving:

**XXX Toastmasters Club**  
**2019 Table Topics Contest**  
**First Place**

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<sup>1</sup> It is a trademark violation to put the Toastmasters logo, or the words “Toastmasters” or “Toastmasters International,” on speech contest awards not purchased from World Headquarters.

# How to Organise an Area or Division Contest

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## 1. Planning

- A. Check with your division director for the date of the division contest or refer to the district calendar distributed at area/division director training.
- B. Set the dates area contests as part of your calendar for the year. <sup>2</sup>
- C. It is recommended that division directors plan and share area contest dates amongst the District Management Committee, to ensure they're able to attend and support the contest.
- D. Division contests are held as a single contest day in March/April. Area contests may be held as two events (September/October and February/March or as a single event in February/March), however, all contests should be completed no less than two weeks prior to the division contest.
- E. Appoint a host club and co-ordinator in the club (usually the club president) and acquaint the club with the district financial guidelines.
- F. Select a venue and a suitable time to conduct the contest. Book the venue, negotiate costs and secure a written confirmation of all detail relevant to the contest.
- G. Prepare a budget in conjunction with the host club (refer to the District 90 website (<https://www.d90toastmasters.org.au/d90resources.html> for the contest budget form).
- H. Submit the budget to the budgets officer ([budgets@d90toastmasters.org.au](mailto:budgets@d90toastmasters.org.au)) no less than 28 days prior to the contest date. It is recommended that the final draft of area contest budget is shared with all clubs in the area so that clubs are aware of the costs and how the attendance fee or club contribution is established. This is not necessary for division contest budgets
- I. Study the Speech Contest Rulebook (<https://www.toastmasters.org/leadership-central/speech-contests>)

## 2. Preparation and Promotion

- A. Contest details should be shared with the division director and other area directors in the division, so they are able to plan and assist with the contest.
- B. The division director (or delegate) is usually the chief judge at area contests.
- C. Advise the District 90 webmaster ([webmaster@d90toastmasters.org.au](mailto:webmaster@d90toastmasters.org.au)) for the contest date to be included on the District 90 "What's On" page <http://www.d90toastmasters.org.au/whatson.html>.
- D. Ensure all clubs have plenty of notice of the dates for the contests.
- E. Prepare a contest flyer and send it to all the clubs in the area/division and to the division director.
- F. Remind the contest chairman at the contest level below to send the Notification of Contest Winners, Speaker's Certification of Eligibility and Originality and Speech Contestant Profile forms to you.
- G. Ensure the contestants know the detail of the contest – venue, date and time.
- H. Promote your contests through your clubs and club websites.
- I. Invite special guests and send confirmation email/letter.
- J. Prepare a program in conjunction with the host club.
- K. Maintain a list of all expected attendees and give this to the door personnel collecting money. Include non-paying guests (judges, test speaker, district officers) on the list.
- L. Note: depending on the financial arrangements of the contest, judges may be asked to pay the entry fee.

## 3. Personnel & Eligibility – Chief Judge, Voting and Tiebreaking Judges

- A. To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below:
- B. At an area or division:

1. Be a paid member for a minimum of six months
  2. Have completed six speech projects from in the *Competent Communication* manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
  3. Be physically present at the contest for which you are serving.
- C. All other contest officials and the Evaluation contest test speaker must be paid members.
  - D. While the chief judge is responsible for selecting the tiebreaking judge, the area or division director can assist by identifying additional personnel who are suitable for this role.
  - E. To see how many officials are needed for the club level contest, see the Officials Required for Each Level of Contest list on page 13.

#### **4. Who can be the contest chairman?**

- A. The area director is the contest chairman of the area contests and the division director is the contest chairman of the division contests.
- B. The contest chairman can appoint a contest Toastmaster to conduct the actual contest.
- C. The contest chairman can delegate some of the duties to experienced members.
- D. The contest chairman advises all contest personnel in advance of their duties and ensures that they understand what to do in their role.

#### **5. Evaluation contest test speaker**

- A. For the Evaluation contest, appoint a test speaker. It is recommended (where practical) that the test speaker is:
  1. working through the *Competent Communication* manual or Toastmasters Pathways learning experience
  2. It is recommended that at all levels of the contest, the Toastmaster giving the test speech is not a member of the same club as any one of the contestants.

#### **6. Performance at the contest**

- A. Obtain pre-paid registrations wherever possible, otherwise obtain the names of attendees (so you can follow up in the event of a no-show). Less than planned attendance at contests is one of the biggest factors that impacts the financial results.
- B. The contest chairman reviews the contest rules with the contestants, conducts a draw for speaking positions and acquaints the contestants with the speaking area as well as checking any special requirements.

#### **7. Trophies <sup>3</sup>**

- A. Personal trophies are normally only presented to first place in an area or division contest.
- B. Here is an example of the engraving:

**Area XXX**

**2019 Table Topics Contest**

**First Place**

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<sup>2</sup> It is important that you coordinate contest dates with other area directors in your division as holding multiple area contests on the same date limits judges and means you will limit attendance at your contest.

<sup>3</sup> **Note:** It is a trademark violation to put the Toastmasters logo, or the words "Toastmasters" or "Toastmasters International," on speech contest awards not purchased from World Headquarters.

# **The Incidents That Can Make or Break a Contest Event**

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## **1. Avoiding Problems**

- A. Choose your venue with sound/audio in mind. Book the audio team well in advance (for division contests only. The district sound team does not attend area contests).
- B. Book an assistant as your floor manager for larger contests.
- C. Have a walk through with your audio team leader, host club president, contest Toastmaster and caterers.
- D. Work with your host club on logistics. The members will know more than you about the venue staff, small rooms for briefings, soundproof rooms for contestants, power outlets and lighting.
- E. Carry tools such as extension cords, double adaptors, scissors, gaffer tape, paper, pens, cardboard and felt pens.
- F. Organise a female assistant for placement of the belt packs and microphones on female contestants.
- G. Make sure a table is available for the sound team equipment and set a (dining) table nearby. Organise drinks and look after the audio team who are generally too busy to do anything other than the task to which they have been assigned.
- H. Make sure your contestants know that microphones will be used and to dress appropriately so that equipment can be attached to clothing quickly and easily. It is preferable that contestants wear a two-piece outfit so that a mic pack can be attached to the waist band, or that contestants have a belt to which the mic pack can be attached.
- I. Appoint a sergeant-at-arms to start the event. The contest chairman should not be acting as a stage or floor manager.
- J. Ensure you have 2 sets of timing lights (in working order), plus spare batteries and coloured timing cards as a backup.
- K. Test the illumination and the position of the lights.
- L. Invite the contestants to the stage to ensure they know where the lights are and are happy with the positioning.
- M. Be aware of cables. All cables should be taped to avoid the possibility of tripping.
- N. Assist contestants onto the stage, especially if they are wearing high heels, feeling nervous or have mobility issues.
- O. Ensure there is a clear pathway through the audience for the contestants to walk to the stage and be clear how all speakers will enter and exit the stage area.
- P. Table Topics contestants are to be escorted to a quiet room where they are unable to hear any speakers in the contest room.
- Q. Evaluation contestants are to be escorted by the sergeant-at-arms to a quiet room where they are unable to hear any speakers in the contest. They then have five minutes to make notes using the Evaluation Contestants Notes sheet. The timing of the five minutes is under the control of the sergeant-at-arms in the room with the contestants.
- R. Contestants must not take mobile phones or other smart devices into the quiet room.

## **2. Catering**

- A. Catering can make or break the timing and energy of a contest:
- B. Eating is not the priority at a contest.
- C. Catering can significantly add to the attendee cost. Consider scheduling your contest before or after mealtimes so attendees can make their own eating arrangements.
- D. Work with the host club venue - decide on what sort of meal is appropriate depending on the time of day of the contest.
- E. For a sit-down meal, have the entrée on the tables well before the commencement of the contest so that the audience has finished eating when the contest begins. Main meals can be served during the interviews.



- F. Make sure the chief judge and ballot counters are served a meal if they are out of the room at the time of serving.
- G. Use “table tents” or other signage to indicate placement of special meals. Consider serving platters of food to each table to save time.

### **3. Raffles**

- A. Raffles are important but should not overtake the contest.
- B. Ask the host club to co-ordinate the raffle prizes in the most efficient way. Raffle draws should not exceed 5 minutes. This means 4-6 prizes only.
- C. The purchase of raffle prizes is not an authorised expense as part of the contest budget. The host club may choose to provide the prizes or seek donations.
- D. Do not extend the evening because of lengthy raffle draws (people get bored when up to 25 tickets are drawn out and one by one the prizes are claimed).
- E. Engage a “barrel” person to expedite the raffle draw process. Draw a number and ask the winner to proceed to the back of the room to collect the prize, draw another number etc. There is no need to be cross checking all the numbers.
- F. Ensure raffle books have different colours and markings.

### **4. The Money**

- A. The contest is about getting as many people as possible to your area or division contest to see the best speakers.
- B. Consider changing the catering, venue or time of contest to reduce the attendance fee.
- C. Ask members to donate raffle prizes to maximise the returns on the raffle. Avoid spending money buying raffle prizes.
- D. Shop around for your engraving. Think ahead. Some engravers charge as little as \$2.50 per plate.
- E. Give thank you cards to judges and other special guests. There is no need for a gift when they have already been given seats to a fabulous contest.
- F. Create interesting flyers and send them to all the clubs in your area/division. Upload the contest flyer to the district website.
- G. Develop an editorial for the newspaper to attract attention and have more people attending.
- H. Work with your host club treasurer. Do not handle the money yourself.
- I. Create a spreadsheet of all paying and non-paying attendees for the door staff. Collect money prior to the event (if possible, via internet transfer) to prevent a long line up at the door.
- J. Ensure there will be a float in case change is required for door takings and the raffle.

## Contest Budgets for Area and Division Contests

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### 1. Appoint a host club to conduct the contest with you.<sup>4</sup>

- A. Prepare the contest budget in consultation with the host club and submit it to the budgets officer at ([budgets@d90toastmasters.org.au](mailto:budgets@d90toastmasters.org.au)) no less than 28 days prior to the contest. District 90 will not cover any loss on the function unless the contest budget has been submitted and approved before the contest is promoted.
- B. The budget form is available from <http://www.d90toastmasters.org.au/doesources.html> as both an Excel and PDF document.
- C. Area and division directors remember it is your contest! The only way to ensure your host club will not be out of pocket, even in exceptional circumstances, is to ensure that you have the budget approved on time, with reasonable expenses and an estimation of the number paying attendees.

### 2. Arrange a Venue/Caterer

- A. Book the venue.
- B. Establish payment requirements.
- C. If payment is required to the caterer at the contest, either:
  - 1. Use cash takings to meet catering costs with the host club making up any shortfall, or
  - 2. Where the host club has enough funds, ask the club to pay the venue and catering costs directly.
- D. Forward a letter to the venue to confirm the booking and all financial arrangements. If necessary, make a deposit (paid by the host club) to secure the venue.
  - 1. Appoint a contest Treasurer
  - 2. The club treasurer is usually the contest treasurer.
  - 3. Bank all money received into the host club's bank account.
- E. The host club is responsible for meeting all expenses.

### 3. Post Contest <sup>5</sup>

- A. Bank all contest takings (or the balance) into the host club's bank account and arrange for the club to pay all bills.
- B. Send thank you notes to contest officials and special guests.
- C. Wrap up the financial side by completing the actual v budget form and notify the budgets officer of the financial outcome. Send the completed contest budget form (actual v budget) to the budgets officer.
- D. If there is a deficit on the contest, complete and submit a claim form (<http://www.d90toastmasters.org.au/doesources.html>) (to cover the deficit) and send same to the budgets officer ([budgets@d90toastmasters.org.au](mailto:budgets@d90toastmasters.org.au)).
- E. Complete the Notification of Contest Winners form and send same to the contest chairman at the next level of the contest, together with the Speaker's Certification of Eligibility and Originality and Speech Contestant Profile forms.

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<sup>4</sup> District 90 allows the host club to retain any surplus funds from the contest. This is an incentive for the club to host the contest and to do so profitably. The club also can run a raffle (and generate additional funds) and for members to be involved in the administration of the contest.

<sup>5</sup> **Under no circumstances** should any contest money or related contest activity money be banked into any form of area, division or personal bank account.

## Contest Provisions Checklist

Date: .....	<input type="checkbox"/>	Venue: .....	<input type="checkbox"/>
Pay for venue: .....	<input type="checkbox"/>	Catering: .....	<input type="checkbox"/>
Prepare/Agree to budget: .....	<input type="checkbox"/>	Submit budget for approval: .....	<input type="checkbox"/>
Agenda: .....	<input type="checkbox"/>	Judges: .....	<input type="checkbox"/>
Contestants: .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
.....	<input type="checkbox"/>	.....	<input type="checkbox"/>
.....	<input type="checkbox"/>	.....	<input type="checkbox"/>
.....	<input type="checkbox"/>	.....	<input type="checkbox"/>
.....	<input type="checkbox"/>	.....	<input type="checkbox"/>
.....	<input type="checkbox"/>	.....	<input type="checkbox"/>
.....	<input type="checkbox"/>	.....	<input type="checkbox"/>
.....	<input type="checkbox"/>	.....	<input type="checkbox"/>
.....	<input type="checkbox"/>	Chief Judge: .....	<input type="checkbox"/>
Contest chairman chooses topic for Table Topics contest: .....		<input type="checkbox"/>	
Confirmation email sent to judges (by chief judge): .....		<input type="checkbox"/>	
Contest sergeant(s)-at-arms: .....		<input type="checkbox"/>	
Test speaker for Evaluation contest: .....		<input type="checkbox"/>	
Back up test speaker for Evaluation contest: .....		<input type="checkbox"/>	
<b>Forms:</b>	Speech Contestant Profile: .....	<input type="checkbox"/>	
	Speaker's Certification of Eligibility and Originality: .....	<input type="checkbox"/>	
	Speech Contest Time Record Sheets: .....	<input type="checkbox"/>	
	Counter's Tally Sheets: .....	<input type="checkbox"/>	
	Judge's Certification of Eligibility and Code of Ethics: .....	<input type="checkbox"/>	
	Evaluation Notes for Contestants: .....	<input type="checkbox"/>	
	Results Form: .....	<input type="checkbox"/>	
	Notification of Winner Forms to next level: .....	<input type="checkbox"/>	
<b>Judges Guide and Ballots for:</b>			
	International Speech Contest: .....	<input type="checkbox"/>	
	Humorous Contest: .....	<input type="checkbox"/>	
	Table Topics Contest: .....	<input type="checkbox"/>	
	Evaluation Contest: .....	<input type="checkbox"/>	
<b>Tiebreaking Judge's Guide and Ballots for:</b>			
	International Speech Contest: .....	<input type="checkbox"/>	
	Humorous Contest: .....	<input type="checkbox"/>	
	Table Topics Contest: .....	<input type="checkbox"/>	
	Evaluation Contest: .....	<input type="checkbox"/>	

- Equipment:**
- Club/Area/Division banner: ..... ☐
  - Lectern: ..... ☐
  - Timing Lights: ..... ☐
  - Coloured cards for timing backup: ..... ☐
  - Stopwatch (plus spare): ..... ☐
  - Personal (to keep) Trophies: ..... ☐
  - Perpetual Trophies: ..... ☐
  - Black felt pen for writing names of winners on certificates, if applicable: ..... ☐
  - Cards for contestant draw: ..... ☐
  - [Speech Contest Rulebook](#): ..... ☐
- Folders containing:**
- Judge's Guide and Ballots: ..... ☐
  - Blank paper: ..... ☐
  - A Thank You card: ..... ☐
  - Folder containing 4x Speech Contest Timer's Record forms: ..... ☐
  - Folder containing 2x Counter's Tally Sheet forms: ..... ☐
- (**Note:** Timer and Counter folders should hold ONE form for each contest)
- Certificates:**
- [Participation](#): ..... ☐
  - [Place Certificates \(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place\)](#): ..... ☐
  - Test Speaker (certificate of appreciation): ..... ☐
- Briefing Notes:**
- Contest Chairman Briefing for the [Table Topics Contest](#) (page 21): ..... ☐
  - Contest Chairman Briefing for the [Humorous Contest](#) (page 23): ..... ☐
  - Contest Chairman Briefing for the [International Speech Contest](#) (page 25): ..... ☐
  - Contest Chairman Briefing for the [Evaluation Contest](#) (page 27): ..... ☐
  - [Chief judge Briefing](#) for all contests (see page 29): ..... ☐
  - Contest [Toastmaster script for the Evaluation](#) Contest (page 31): ..... ☐
  - Contest [Toastmaster script for the International](#) Speech Contest (page 34): ..... ☐
  - Contest [Toastmaster script for the Humorous](#) Contest (page 37): ..... ☐
  - Contest [Toastmaster script for the Table Topics](#) Contest (page 40): ..... ☐

## Officials Required for Each Level of Contest

Level	Number of Officials Required
<b>District</b>	<ul style="list-style-type: none"> <li>▶ Equal number of voting judges from each division in the district, or a minimum of 7 voting judges</li> <li>▶ 1x contest chairman, chief judge and tiebreaking judge</li> <li>▶ 3x ballot counters</li> <li>▶ 2x timers</li> <li>▶ 2x sergeant-at-arms for the Table Topics and Evaluation contests</li> <li>▶ (No chief judge, voting judge, or tiebreaking judge must be a member of any club in which a contestant is a member.)</li> </ul>
<b>Division</b>	<ul style="list-style-type: none"> <li>▶ Equal number of voting judges from each area in the division, or a minimum of 7 voting judges</li> <li>▶ 1x contest chairman, chief judge and tiebreaking judge</li> <li>▶ 2x ballot counters</li> <li>▶ 2x timers</li> <li>▶ 2x sergeant-at-arms for the Table Topics and Evaluation contests</li> <li>▶ (No chief judge, voting judge, or tiebreaking judge must be a member of any club in which a contestant is a member.)</li> </ul>
<b>Area</b>	<ul style="list-style-type: none"> <li>▶ Equal number of voting judges from each club in the area, or a minimum of 5 voting judges</li> <li>▶ 1x contest chairman, chief judge and tiebreaking judge</li> <li>▶ 2x ballot counters</li> <li>▶ 2x timers</li> <li>▶ 2x sergeant-at-arms for the Table Topics and Evaluation contests</li> </ul>
<b>Club</b>	<ul style="list-style-type: none"> <li>▶ At least 5 voting judges</li> <li>▶ 1x contest chairman, chief judge and tiebreaking judge</li> <li>▶ 2x ballot counters</li> <li>▶ 2x timers</li> <li>▶ 2x sergeant-at-arms for the Table Topics and Evaluation contests</li> <li>▶ At club level, the recommended practice is to use all club members not otherwise engaged in the contest as judges. Only in exceptional circumstances (such as a low membership club) should internal judges be supplemented by outside judges. The use of all club members is important so that they become familiar with judging.</li> </ul>

## Overview of Responsibilities for Each Contest Role

Title	Job Description
<a href="#"><u>Contest Chairman</u></a>	The contest chairman is the person ultimately responsible for ensuring that a contest is carefully planned and professionally conducted. The contest chairman can be the club president or vice president education, area or division director, or any Toastmaster who is given this responsibility. The contest chairman briefs the contest Toastmaster(s), contestants and sergeants-at-arms.
<a href="#"><u>Contest Toastmaster</u></a>	A contest Toastmaster is responsible for conducting a contest.
<a href="#"><u>Chief Judge</u></a>	The chief judge is responsible for appointing and briefing the judges (including the tiebreaking judge) and appointing the timers and ballot counters.
<a href="#"><u>Voting Judges</u></a>	Voting judges mark their ballots to determine the first, second and third place winners of each contest.
<a href="#"><u>Tiebreaking Judge</u></a>	The tiebreaking judge is used to break any tie when deciding the place winners of a contest. The tied contestant who received the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
<a href="#"><u>Timers</u></a>	Two timers are required to ensure timing is conducted accurately. One is provided with a stopwatch, the other with a signalling device.
<a href="#"><u>Ballot Counters</u></a>	Two ballot counters are required to count the judges' ballots to compute the total points for each contestant and enter the totals on the bottom of the Counter's Tally Sheet for each contest.
<a href="#"><u>Sergeants-at-Arms</u></a>	Sergeants-at-arms ensure the room arrangement is suitable for a contest and manage the supervision of contestants when and as required.
<a href="#"><u>Contestants</u></a>	Contestants may enter four different contests - Evaluation, International Speech, Humorous and Table Topics contests. They must meet all eligibility requirements as outlined in the Speech Contest Rulebook.
<a href="#"><u>Test Speaker</u></a>	A test speaker presents a speech that the contestants evaluate during the Evaluation contest. It is recommended that the test speaker not be a member of the same club as any of the contestants.

## Preparing for your role as the Contest Chairman

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As contest chair, you must plan the contest budget; make room (and audio arrangements with the district sound team for division contests only); conduct a pre and post-contest publicity program and see that all expense claims for the event are promptly paid. You must make sure each speaker is eligible to compete and is familiar with the contest rules; ensure that the chief judge, voting judges, timers, and ballot counters are briefed on their duties, and that ballots are counted carefully; and that awards are presented to the winners in a ceremony that will make them proud.

Although you may have a committee to help you with these tasks, it is still your responsibility to make sure they are done.

### Preparation

1. Determine the budget for the contest, remembering that contest income and expenses should break even. Allow for such expenses as awards, contest material, deposits, meals, and printing.<sup>6</sup>
2. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officer.
3. Determine the agenda for the contest.
4. Arrange for the supplies and services required for the event.
5. Toastmasters International speech contest materials are available for free download at <https://www.toastmasters.org/shop/contests/speech-contest-kits>. The certificates needed are:
  - ▶ Contest Participant Certificates
  - ▶ Speech Contest Certificate 1st Place
  - ▶ Speech Contest Certificate 2nd Place
  - ▶ Speech Contest Certificate 3rd Place
6. Order trophies from Toastmasters Supplies Australia (limited stock) or Toastmasters International for the winners.<sup>7</sup>
7. If you use a local supplier for trophies, you must not create a trademark violation on the Toastmasters brand as stated above.
8. Select the chief judge. See the Eligibility section of this guide for eligibility requirements for a chief judge.
9. Notify the contest officials of the time and place of the contest and pre-contest briefings (Allow ample time, e.g. two weeks for a club contest).
10. Notify the contestants of the time and place of the contest and pre-contest briefing two to six weeks before the contest. Provide an information packet to each contestant at this time. The packet consists of:
  - ▶ Speech Contest Rulebook
  - ▶ Speech Contestant Profile
  - ▶ Speaker's Certification of Eligibility and Originality
11. Ensure that each contestant is eligible under the contest rules before the contest and notify contestants of disqualification if necessary. To check contestants' eligibility:
12. Club officers and district leaders can use the Eligibility Assistant in Leadership Central of [www.toastmasters.org](http://www.toastmasters.org) to determine if a contestant is a paid member of a paid club, or a current district officer.
13. Contact the Speech Contests team at World Headquarters by email at [speechcontests@toastmasters.org](mailto:speechcontests@toastmasters.org).

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<sup>6</sup> If there is an entry fee for the contest, that fee must be waived for contestants. Contestants cannot be charged a fee to compete. Contestants may be asked to pay direct catering cost, if the budget requires. This must be communicated clearly to the contestants – and reviewed by budgets officer when approving the budget.

<sup>7</sup> It is a trademark violation to put the Toastmasters logo, or the words "Toastmasters" or "Toastmasters International," on speech contest awards not purchased from World Headquarters.

- ▶ **Note:** club officers can only check the eligibility of members within their own clubs. The same restriction applies to district leaders. For example, an area director can only check members within their area, a division director can only check members within their division, and a district director can only check members within their district.
- 14. Contestants must be financial (and in a club of good standing) at the time of competing in all contests. This is particularly important where a contest occurs around due renewal time (end of March or September).

### Prepare Contest Folders:

The contest chairman prepares the following folders for the:

- ▶ Chief Judge
- ▶ Judge x the number required for the level of contest.
- ▶ Tiebreaking Judge
- ▶ Timers
- ▶ Ballot Counters

### Chief Judge Folder:

- ▶ Pen ..... ☐
- ▶ Contest agenda..... ☐
- ▶ List of judges..... ☐
- ▶ List of contestants ..... ☐
- ▶ A thank you card ..... ☐
- ▶ Speech Contest Rulebook..... ☐
- ▶ Chief judge briefing notes ..... ☐
- ▶ Blank sheets of paper ..... ☐
- ▶ Results form..... ☐
- ▶ Notification of Contest Winner ..... ☐

### Judges Folder x the number required for the level of contest:

- ▶ Pen ..... ☐
- ▶ Contest agenda..... ☐
- ▶ List of contestants ..... ☐
- ▶ A thank you card ..... ☐
- ▶ Speech Contest Rulebook..... ☐
- ▶ Judges Guide and Ballot ..... ☐
- ▶ Blank sheets of paper ..... ☐
- ▶ Judge's Certification of Eligibility and Code of Ethics ..... ☐

### Tiebreaking Judge Folder:

- ▶ Pen ..... ☐
- ▶ Contest agenda..... ☐
- ▶ List of contestants ..... ☐
- ▶ A thank you card ..... ☐
- ▶ Speech Contest Rulebook..... ☐
- ▶ Tiebreaking Judge's Guide and Ballot..... ☐
- ▶ Blank sheets of paper ..... ☐
- ▶ Judge Certification of Eligibility and Code of Ethics..... ☐

### Timers Folder:

- ▶ Time Record Sheet (one for each contest)..... ☐

### Counters Folder:

- ▶ Ballot Counters' Tally Sheet (one for each contest)..... ☐

### Contestant Folder (for Evaluation Contest)

- ▶ At least three pages of the Evaluation Contestant Notes form x the number of contestants



## After the Contest

1. Provide the contact details for all contestants to the chief judge so they can complete the Notification of Contest Winner form. Confirm that the chief judge gives this form to the contest chairman of the next level.
2. Send news releases (and photographs, if possible) to each winner's community newspaper and company publication, if applicable.
3. Make sure all expenses pertaining to the contest are paid promptly. Refer to the Contest Budgets for Area and Division Contests section on page 15 for more information.

## Preparing for your role as a Contest Toastmaster

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1. Arrive early.
2. Receive a briefing from the contest chairman
3. Brief the audience; purpose of the contest, contest procedure, identification of speaking platform, and speaking time.
4. Humorous/International Speech contests: Introduce speakers; state their name, their speech title, repeat their speech title, then repeat their name.
5. Table Topics contest: Introduce the speakers; state their name, state the topic, repeat the topic; then repeat their name.
6. Evaluation contest: Introduce the speakers; state their name (pause), then repeat their name.
7. Ensure there is one minute of silence between speakers for the judges to tally their marks. After all contestants have spoken, judges are allowed as much time as reasonably needed to finalise their ballots. The audience to remain silent until chief judge and ballot counters have left the room.
8. Conduct brief interviews with each contestant at the conclusion of the contest – one short question to each contestant is enough. The contest Toastmaster may interview all contestants, even if they are competing in another contest at the same event, however discretion is recommended to keep the questions general.

## Preparing for your role as the Chief Judge

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### Eligibility

1. To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below:
2. At a club contest, be a paid member
3. At an area, division or district contest:
  - ▶ Be a paid member for a minimum of six months
  - ▶ Have completed six speech projects in Competent Communication manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience
4. Be physically present at the contest for which you are serving.

### Preparation

1. Always carry with you a box of goodies. May not be your responsibility but wise:
  - ▶ Speech Contest Rulebook ☐
  - ▶ Chief Judge briefing notes..... ☐
  - ▶ Judge's Guide and Ballot ..... ☐
  - ▶ Tiebreaking Judge's Guide and Ballot..... ☐
  - ▶ Time Record Sheet ..... ☐
  - ▶ Judge Certification of Eligibility and Code of Ethics..... ☐
  - ▶ Counter's Tally Sheet..... ☐
  - ▶ Notification of Contest Winner ..... ☐

- ▶ Blank sheets of paper ..... ☐
- ▶ Results Form..... ☐
- 2. Just in case, include Contest Chairman's materials as well:
  - ▶ 1st, 2nd, 3rd place certificates..... ☐
  - ▶ Contest Chairman briefing notes..... ☐
  - ▶ Contest Toastmaster briefing notes..... ☐
  - ▶ Speaker Certification of Eligibility and Originality..... ☐
  - ▶ Speech Contestant Profile..... ☐
  - ▶ Numbered cards for speakers' draw..... ☐
  - ▶ Pens ..... ☐
  - ▶ Table Topics questions in an envelope ..... ☐
  - ▶ Back up timing (coloured board)..... ☐
  - ▶ If possible, a set of timing lights..... ☐
  - ▶ Stopwatch ..... ☐
  - ▶ Results Form..... ☐

### Before the Contest

1. Appoints and briefs voting judges, counters and timers, and a secret tiebreaking judge.
2. Encourages all speech contest officials to view the online Speech Contest training at [www.toastmasters.org/tlc](http://www.toastmasters.org/tlc).
3. Conducts the judge's briefing for voting judges, counters, and timers.

### During the Contest

1. Collect the Time Record Sheet from the timers.
2. Collect the bottom portion of the Tiebreaking Judge's Guide and Ballot from the tiebreaking judge.
3. Resolve any eligibility or originality protests that may arise.
4. Oversee the counting process. Sees that all ballots are counted twice to ensure accuracy.
5. Complete the Notification of Contest Winner form and using the Results Form, provide a list to the contest chairman showing placement of all contestants and any disqualifications.

## Preparing for your role as a Voting or Tiebreaking Judge

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### Eligibility

1. To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below:
2. At a club contest, be a paid member
3. At an area, division or district contest:
  - ▶ Be a paid member for a minimum of six months.
  - ▶ Have completed six speech projects in Competent Communication manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
  - ▶ Be physically present at the contest for which you are serving.
4. The identity of the tiebreaking judge is secret and known only to the chief judge.
5. The tiebreaking judge does not attend the judge's briefing.

### Your Task

1. Voting judges select a first, second and third place winner of each contest and write this on the bottom section of the Judge's Guide and Ballot form and hand it to one of the counters. The bottom portion of the ballot must record your name clearly and be signed.
2. The tiebreaking judge ranks all speakers numerically on the bottom section of Tiebreaking Judge's Guide and Ballot form and hands it to the chief judge. The bottom portion of the ballot must record your name and be signed.
3. Receive a briefing from the chief judge
4. Complete the following forms:

- ▶ Judge's Guide and Ballot (to determine the places of the contestants).
  - ▶ Print your name clearly and sign the bottom portion of the ballot form
  - ▶ Judge's Certification of Eligibility and Code of Ethics (return immediately to the chief judge)
5. Tiebreaking Judge's Guide and Ballot (if you are selected as the tiebreaker)
  6. Training
  7. To learn more about how to be a judge, you can complete the tutorials available from Toastmasters International: <http://www.Toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials>

## Preparing for your role as a Timer

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1. Two timers are appointed and are briefed from the chief judge
2. One timer is provided with a stopwatch, and the other with a signalling device that displays, green, yellow and red colours.
3. The timer with the stopwatch maintains a written record of elapsed time of each speech on the Contest Timer's Record Sheet and delivers this to the chief judge.
4. The timer managing the timing device ensures that contestants can view a clear green, yellow, or red signal at appropriate times during the speech.
5. Receive at least two copies of the Time Record Sheet.

## Preparing for your role as a Ballot Counter

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1. At least two ballot counters are required
2. Receive a briefing from the chief judge
3. Ballot counters will collect the ballots from the voting judges and leave the room with the chief judge.
4. All counters should be aware of how many voting judges there are, who they are, and where they are sitting.
5. Receive at least one copy of the Ballot Counter's Tally Sheet for each contest.
6. Counters should signal to each other how many ballots each has collected to ensure all ballots have been collected.
7. The ballot counters will count the ballots twice to ensure accuracy and mark each speaker's points on the Counter's Tally Sheet.
8. The results are provided to the chief judge.
9. Ballot counters should remain with the chief judge until all the contest paperwork is completed to allow them to verify accuracy of record before the announcement.

## Preparing for your role as a Sergeant-at-Arms

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1. At least two sergeants-at-arms are required for the Evaluation and Table Topics contests.
2. Receive a briefing from the contest chairman
3. Set out materials and equipment
4. **Table Topics Contest:** escort all contestants to the quiet room until it is their turn to speak (an area where they cannot hear the other speakers). Escort each speaker to the room in the 1-minute silence between speakers. One sergeant-at-arms must always remain with the contestants in the quiet room.
5. **Evaluation Contest:** escort all contestants to the quiet room until it is their turn to speak (an area where they cannot hear the other speakers). Announce time remaining for preparation and collect notes from all contestants at the conclusion of the 5-minutes of preparation time. Escort each speaker to the room in the 1-minute silence between speakers and provide their

notes to them when they arrive at the assembly point beside the speaking area. One sergeant-at-arms must always remain with the contestants in the quiet room.

6. The sergeant-at-arms must be vigilant to check no contestant has a mobile device that receives a message from outside the quiet room and manage conversation levels of waiting contestants. Some contestants may wish to chat while waiting which is acceptable if it does not disrupt or distract other contestants, if this happens conversation must cease, and contestants wait in silence.

## **Preparing for your role as a Contestant**

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### **Eligibility**

1. To be eligible to compete in any official Toastmasters speech contest, a member must:
  - ▶ Be a paid member of a club, area, division, and district in which he or she is competing.
  - ▶ The club must also be in good standing.
  - ▶ A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
2. In addition, to be eligible to compete in the International Speech contest, a member must:
  - ▶ Have completed six speech projects in *Competent Communication manual* or earned certificates 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.
  - ▶ Maintain eligibility at all levels of any contest.
3. Receive a briefing from the contest chairman
4. Receive a Contestant Folder (for Evaluation contest) with at least 3 pages of the Evaluation Contestant Notes sheet in it.

## **Preparing for your role as a Test Speaker (Evaluation Contest only)**

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1. It is recommended that at all levels of the contest, the Toastmaster giving the test speech is not a member of the same club as any one of the contestants.

## Chairman's Briefing for the Table Topics Contest

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**To be conducted by the contest chairman**

**Club contest – conduct the briefing either prior to the meeting or during the meeting prior to the start of the contest.**

**Area, division, and district contests – conduct the briefing at least 30 minutes prior to the start of the contest.**

### Before the Briefing

1. Obtain a copy of the latest version of the Speech Contest Rulebook before the contest, read and understand it.
2. Establish that all contestants are present and have submitted the Speech Contestant Profile and Speaker's Certification of Eligibility and Originality forms.
3. Confirm the eligibility of all contestants. All contestants must be members in good standing of a club, area, division or district in which he/she is competing. The club must also be in good standing.
4. Refer to the Speech Contest Rules for further clarification of the eligibility requirements and the procedure to follow if a contestant is absent from the briefing.

### The Contestants' Briefing

1. Begin the briefing on time. Do not wait for contestants who are late. Focus on the items listed below:
  - ▶ Pronounce each contestant's name out loud and confirm that all words are being pronounced correctly.
  - ▶ It is suggested that contestants do not wear a name badge as it may interfere with their presentation.
  - ▶ **Note:** There is no contest rule that requires contestants to remove their name badge.
2. Define the SPEAKING AREA clearly for the speakers. It will not be practical to make changes to the speaking area to accommodate a speaker. Ensure the area is a reasonable size, allows for movement in the space, for speaker to engage with the audience and does not have an obstructed view (pillars or bright lights). Review with the chief judge if any concerns.
3. Review the TIMING GUIDELINES.

Green Light	Yellow Light	Red Light	Disqualified
1 minute	1 ½ minutes	2 minutes (stays on until finish)	Less than 1 minute More than 2 ½ minutes

4. Review the BACKUP TIMING tools and how they work. In the event of a technical failure of the signal or timing equipment, a contestant is allowed 30 seconds of overtime before being disqualified.
5. In all contests, no signal can be given for the overtime period.
6. Any vision impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
7. Acceptable warning signals would include, but not be limited to a buzzer, a bell, or a person announcing the time at one, one minute 30 seconds and two minutes.
8. If any device and/or specific instructions for such signal is/are required, the contestant must provide same.
9. Any vision impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
10. Prior to announcing the results, the contest chairman must announce if time disqualifications occurred but not name the contestant(s) involved.
11. Draw for speaking positions: Confirm the order by reading it out loud to the group of contestants. Be sure to note the speaking order on your program. Pass the speaking order

to the chief judge as it is recommended that this is shared with the timers, ballot counters and judges before the contest starts.

12. Review the PROCEDURES for the contest.

- ▶ When the contest is due to start, the sergeant-at-arms will escort all but the first contestant to a quiet room. The contest Toastmaster will advise the sergeant-at-arms to escort the first speaker into the contest room. When the first speaker has finished, the sergeant-at-arms will call the second speaker into the room. Please wait beside the speaking area. When the contest Toastmaster announces your name, walk up to the speaking area. The contest Toastmaster will then announce your name, repeat the topic twice and your name again before leading the applause.
- ▶ The subject of the Table Topics speeches shall be determined by the contest chairman. All contestants shall receive the same topic, which will be of a general nature, of reasonable length (no more than 6 words), will not require a detailed knowledge and will lead to an opinion or conclusion. Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest Toastmaster. There is no requirement to place a printed copy of the topic on the lectern.

13. All contestants are to be given the opportunity to test any audio equipment before the contest.

### **Sergeants-at-Arm's Briefing**

1. To be conducted by the contest chairman
2. At least two sergeants-at-arms are required.
3. One sergeant-at-arms is required to escort the contestants (refer point 12 above) to another room at the start of the contest and to remain with them until the last contestant is called.
4. The other sergeant-at-arms is to remain in the contest room. At the end of each speech and during the one-minute silence, the sergeant-at-arms returns to the quiet room and escorts the next contestant and bring him/her to the speaking area, ready to be introduced.
5. If the contest is held at a large venue or there is a significant distance between the quiet room and contest room, a third sergeant-at-arms may be considered.

## Chairman's Briefing for the Humorous Speech Contest

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To be conducted by the contest chairman

**Club contest** – conduct the briefing either prior to the meeting or during the meeting prior to the start of the contest.

**Area, division, and district contests** – conduct the briefing at least 30 minutes prior to the start of the contest.

### Before the Briefing

1. Obtain a copy of the latest version of the Speech Contest Rulebook before the contest, read and understand it.
2. Establish that all contestants are present and have submitted the Speech Contestant Profile and Speaker's Certification of Eligibility and Originality forms.
3. Confirm the eligibility of all contestants. All contestants must be members in good standing of a club, area, division or district in which he/she is competing. The club must also be in good standing.
4. Refer to the Speech Contest Rulebook for further clarification of the eligibility requirements and the procedure to follow if a contestant is absent from the briefing.

### The Contestants' Briefing

1. Begin the briefing on time. Do not wait for contestants who are late. Focus on the items listed below:
  - ▶ Pronounce each contestant's name (and speech title) out loud and confirm that all words are being pronounced correctly.
  - ▶ It is suggested that contestants do not wear a name badge as it may interfere with their presentation.
  - ▶ **Note:** There is no contest rule that requires contestants to remove their name badge.
2. Ask if any contestant will be using props. If so, ensure that the contestant understands that they must arrange to set up any the props during the one-minute silence between speakers and remove the props immediately after the speech. If props or equipment cannot be setup/removed within 1 minute, they must not be used. It is preferable to enlist an assistant to do this; it is not the responsibility of the contest chairman or contest Toastmaster. Props do not need to be covered before the speech. Should the contestant refer to them or interact with them in any way, the timing will commence from then.
3. Define the SPEAKING AREA clearly for the speakers. It will not be practical to make changes to the speaking area to accommodate a speaker. Ensure the area is a reasonable size, allows for movement in the space, for speaker to engage with the audience and does not have an obstructed view (pillars or bright lights). Review with the chief judge if any concerns.
4. Review the TIMING GUIDELINES.

Green Light	Yellow Light	Red Light	Disqualified
5 minutes	6 minutes	7 minutes (stays on until finish)	Less than 4 ½ minutes More than 7 ½ minutes

5. Review the BACKUP TIMING tools and how they work. In the event of a technical failure of the signal or timing equipment, a contestant is allowed 30 seconds of overtime before being disqualified.
6. In all contests, no signal will be given for the overtime period.
7. Any vision impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
  - ▶ Acceptable warning signals would include, but not be limited to; a buzzer, a bell, or a person announcing the time at five, six and seven minutes.

- ▶ If any device and/or specific instructions for such signal is/are required, the contestant must provide same.
  - ▶ Any vision impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
8. Prior to announcing the results, the contest chairman must announce if time disqualifications occurred, but not name the contestant(s) involved.
  9. All speeches must be substantially original. Protests are limited to voting judges and contestants and shall be lodged with the chief judge or contest chairman prior to the announcement of the results. Protests should be written and discreetly handed to the chief judge or the contest chairman. The situation will be handled from there. The person (contestant or judge) lodging the protest will be asked to substantiate the protest by identifying the source of the material (if the protest is on originality).
    - ▶ **Note:** District 90 practice requests judges not to use or refer any communication devices or information sources for the purpose of determining originality. Judges must be completely sure of any non-originality and no reference to external media on the day will be permitted.
  10. Draw for speaking positions. Confirm the order by reading it out loud to the group of contestants. Be sure to note the speaking order on your program. Pass the speaking order to the chief judge, as it is recommended that this is shared with the timers, ballot counters and judges before the contest starts.
  11. Review the PROCEDURES for the contest.
    - ▶ When introducing each contestant, the contest Toastmaster will say your name, your speech title, and then repeat your speech title and your name again before leading the applause.
  12. All contestants are to be given the opportunity to test any audio equipment before the contest.



# Chairman's Briefing for the International Speech Contest

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**To be conducted by the contest chairman**

**Club contest – conduct the briefing either prior to the meeting or during the meeting prior to the start of the contest.**

**Area, division, and district contests – conduct the briefing at least 30 minutes prior to the start of the contest.**

## Before the Briefing

1. Obtain a copy of the latest version of the Speech Contest Rulebook before the contest, read and understand it.
2. Establish that all contestants are present and have submitted the Speech Contestant Profile and Speaker's Certification of Eligibility and Originality forms.
3. Confirm the eligibility of all contestants. All contestants must be members in good standing of a club, area, division or district in which he/she is competing. The club must also be in good standing.
4. Contestants must have completed at least 6 speech projects from the Competent Communication manual or a minimum of two levels in the Toastmasters Pathways learning experience prior to the club contest.
5. Refer to the Speech Contest Rules for further clarification of the eligibility requirements and the procedure to follow if a contestant is absent from the briefing.

## The Contestants' Briefing

1. Begin the briefing on time. Do not wait for contestants who are late. Focus on the items listed below.
  - ▶ Pronounce each contestant's name (and speech title) out loud and confirm that all words are being pronounced correctly.
  - ▶ It is suggested that contestants do not wear a name badge as it may interfere with their presentation.
  - ▶ **Note:** There is no contest rule that requires contestants to remove their name badge.
2. Ask if any contestant will be using props. If so, ensure that the contestant understands that they must arrange to set up any the props during the one-minute silence between speakers and remove the props immediately after the speech. If props or equipment cannot be set up/removed within 1 minute they must not be used. It is preferable to enlist an assistant to do this; it is not the responsibility of the contest chairman or contest Toastmaster. Props do not need to be covered before the speech. Should the contestant refer to them or interact with them in any way, the timing will commence.
3. Define the SPEAKING AREA clearly for the speakers. It will not be practical to make changes to the speaking area to accommodate a speaker. Ensure the area is a reasonable size, allows for movement in the space, for speaker to engage with the audience and does not have an obstructed view (pillars or bright lights). Review with the chief judge if any concerns.
4. Review the TIMING GUIDELINES

Green Light	Yellow Light	Red Light	Disqualified
5 minutes	6 minutes	7 minutes (stays on until finish)	Less than 4 ½ minutes More than 7 ½ minutes

5. Review the BACKUP TIMING tools and how they work. In the event of a technical failure of the signal or timing equipment, a contestant is allowed 30 seconds of overtime before being disqualified.
6. In all speech contests, no signal can be given for the overtime period.
7. Any vision impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.

- ▶ Acceptable warning signals would include, but not be limited to; a buzzer, a bell, or a person announcing the time at five, six and seven minutes.
  - ▶ If any device and/or specific instructions for such signal is/are required, the contestant must provide same.
  - ▶ Any vision impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
8. Prior to announcing the results, the Contest Chairman must announce if time disqualifications occurred, but not name the contestant(s) involved.
  9. All speeches must be substantially original. Protests are limited to voting judges and contestants and shall be lodged with the chief judge or contest chairman prior to the announcement of the results. Protests should be written and discreetly handed to the chief judge or the contest chairman. The situation will be handled from there. The person (contestant or judge) lodging the protest will be asked to substantiate the protest by identifying the source of the material (if the protest is on originality).
    - ▶ **Note:** District 90 practice requests judges not to use or refer any communication devices or information sources for the purpose of determining originality. Judges must be completely sure of any non-originality and no reference to external media on the day will be permitted.
  10. Draw for speaking positions. Confirm the order by reading it out loud to the group of contestants. Be sure to note the speaking order on your program. Pass the speaking order to the chief judge as it is recommended that this is shared with the timers, ballot counters and judges before the contest starts.
  11. Review the PROCEDURES for the contest.
    - ▶ When introducing each contestant, the contest Toastmaster will say your name, your speech title, and then repeat your speech title again and your name before leading the applause.
  12. All contestants are to be given the opportunity to test any audio equipment before the contest.

## Chairman's Briefing for the Evaluation Contest

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### To be conducted by the Contest Chairman

**Club contest** – conduct the briefing either prior to the meeting or during the meeting prior to the start of the contest.

**Area, division, and district Contests** – conduct the briefing at least 30 minutes prior to the start of the contest.

### Before the Briefing

1. Obtain a copy of the latest version of the Speech Contest Rulebook before the contest, read and understand it.
2. Establish that all contestants are present and have submitted the Speech Contestant Profile and Speaker's Certification of Eligibility and Originality forms.
3. Confirm the eligibility of all contestants. All contestants must be members in good standing of a club, area, division or district in which he/she is competing. The club must also be in good standing.
4. Refer to the Speech Contest Rulebook for further clarification of the eligibility requirements and the procedure to follow if a contestant is absent from the briefing.

### The Contestants' Briefing

1. Begin the briefing on time. Do not wait for contestants who are late. Focus on the items listed below.
  - ▶ Pronounce each contestant's name out loud and confirm that all words are being pronounced correctly.
  - ▶ It is suggested that contestants do not wear a name badge as it may interfere with their presentation.
  - ▶ **Note:** There is no contest rule that requires contestants to remove their name badge.
2. Define the SPEAKING AREA clearly for the speakers. It will not be practical to make changes to the speaking area to accommodate a speaker. Ensure the area is a reasonable size, allows for movement in the space, for speaker to engage with the audience and does not have an obstructed view (pillars or bright lights). Review with the chief judge if any concerns.
3. Review the TIMING GUIDELINES

Green Light	Yellow Light	Red Light	Disqualified
2 minutes	2 ½ minutes	3 minutes (stays on until finish)	Less than 1 ½ minutes More than 3 ½ minutes

4. Review the BACKUP TIMING tools and how they work. In the event of a technical failure of the signal or timing equipment, a contestant is allowed 30 seconds of overtime before being disqualified.
5. In all speech contests, no signal will be given for the overtime period.
6. Any vision impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
  - ▶ Acceptable warning signals would include, but not be limited to; a buzzer, a bell, or a person announcing the time at two, two minutes 30 seconds and minutes.
  - ▶ If any device and/or specific instructions for such signal is/are required, the contestant must provide same.
  - ▶ Any vision impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
7. Prior to announcing the results, the contest chairman must announce if time disqualifications occurred, but not name the contestant(s) involved.
8. Draw for speaking positions. Confirm the order by reading it out loud to the group of contestants. Be sure to note the speaking order on your program. Pass the speaking order

to the chief judge as it is recommended that this is shared with the timers, ballot counters and judges before the contest starts.

9. Review the PROCEDURES for the contest.
  - ▶ At the beginning of the contest, a 5 - 7-minute test speech will be presented.
  - ▶ Contestants are permitted to make preparatory notes during the test speech using only the Evaluation Contestant Notes sheet. (It is recommended, that the test speaker is not a member of the same club as any one of the contestants or related to a contestant). The test speaker shall be introduced by announcing the speaker's name, speech title, speech title and the speaker's name.
  - ▶ At the conclusion of the test speech, all contestants shall leave the room with the sergeants-at-arms. Contestants will then have 5 minutes to prepare their evaluations using the Evaluation Contestant Notes sheet.
  - ▶ Timing and preparation supervision shall be under the control of the sergeant-at-arms.
  - ▶ Contestants must not use digital or other devices during the contest to gain an unfair advantage.
  - ▶ After five minutes have elapsed, no further preparation is allowed and with the exception of the first contestant, who is called back as first evaluator, all others must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
  - ▶ The contest Toastmaster will introduce each speaker by announcing the contestant's name twice. When the first speaker has finished, the second sergeant-at-arms will return to the quiet room and escort the next contestant to the contest room. Please wait at the assembly area until the contest Toastmaster announces your name. When the contest Toastmaster announces your name, walk up to the speaking area. The contest Toastmaster will then announce your name again before leading the applause.
10. All contestants are to be given the opportunity to test any audio equipment before the contest.

### **Sergeants-at-Arm's Briefing**

1. To be conducted by the contest chairman
2. At least two sergeants-at-arms are required.
3. Both sergeants-at-arms are required to escort all contestants to the quiet room and remain with them for 5 minutes while they prepare their evaluations. One sergeant-at-arms is to time the 5-minute period, starting when the contestants are ready.
4. If the contest is held at a large venue or there is a significant distance between the quiet room and contest room, a third sergeant-at-arms may be considered.
5. At the end of the 5 minutes, no further preparation is allowed, and all written materials are to be handed to the second sergeants-at-arms who escorts the first contestant to the contest room.
6. When the first speaker has finished, the second sergeant-at-arms will return to the quiet room and escort the next contestant to the contest room.
7. Preparation material shall be handed back to the contestants as they are introduced to present their evaluation.

## Chief Judge Briefing for all Contests

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**To be conducted by the chief judge**

**Club contest – conduct the briefing either prior to the meeting or during the meeting prior to the start of the contest.**

**Area, division and district contests – conduct the briefing at least 30 minutes prior to the start of the contest.**

### Before the Briefing

1. Obtain a copy of the latest version of the Speech Contest Rulebook, read and understand it.
2. Establish that all timers, ballot counters and judges are present.
3. Obtain a copy of the judge list from the contest chairman or Program Quality Director.
4. Obtain the place-getter certificates for each contest and give the participation certificates prepared by the contest chairman to the contest Toastmaster(s).
5. Confirm that judges are not a member of the club represented by the contestant (see note below relating to exceptions to this rule).
  - ▶ Judges must be active members in good standing, and at an area, division or district contest, have completed at least six speeches from the Competent Communication manual or a minimum of two levels from the Toastmasters Pathways learning experience.
6. Refer to the Speech Contest Rulebook for further clarification of the eligibility requirements.
7. Begin the briefing on time. Do not wait for contest personnel who are late. Focus on the items listed below.
  - ▶ Brief each group (timers, ballot counters and judges) separately.
  - ▶ **Note:** that the tiebreaking judge does not attend the judge's briefing.
8. Obtain a copy of the contestant's speaking order from the contest chairman.

### The Timer's Briefing

1. Note: If the chief judge has the speaking order from the contest chairman, advise the timers. The speaking order will also be given by the contest Toastmaster at the start of the contest.
2. Review the Speech Contest Time Record Sheet and Instructions for Timers with the timers, including the final paragraph about circling a time which disqualifies a contestant and submitting the form to the chief judge. Highlight the times shown on the sheet for the lights for each contest is as follows:

Contest	Green Light	Yellow Light	Red Light
International Speech	5 minutes	6 minutes	7 minutes
Evaluation	2 minutes	2 ½ minutes	3 minutes
Humorous Speech	5 minutes	6 minutes	7 minutes
Table Topics	1 minute	1 ½ minutes	2 minutes

3. Once the winners have been announced, the decision is final. However, timers (ballot counters and the chief judge) may interrupt the announcement of winners if the names are being read incorrectly. They may raise a hand and state out loud – "There is an error."

### The Ballot Counter's Briefing

1. Review the Ballot Counter's Tally Sheet with the ballot counters. Ballot counters are to collect the ballots from the judges when they are held up but should not hover in the vicinity of judges while they are completing their forms. Emphasise that the counting process is confidential.
2. Once the winners have been announced, the decision is final. However, ballot counters (timers and the chief judge) may interrupt the announcement of winners if the names are being read incorrectly. They may raise a hand and state out loud – "There is an error."

## The Voting Judge's Briefing

1. Read the judging criteria on the reverse of the Judge's Guide and Ballot with the judges. Ask the judges how they interpret the criteria. Seek clarification from experienced judges to assist the understanding of judges who are less experienced. (Use this as a training opportunity).
2. Read the Judge's Code of Ethics on the reverse side of the Judge's Guide and Ballot.
3. Read the following to the judges for their information and action:
  - ▶ Before each contest begins, PRINT and SIGN your name on the ballot and tear off the ballot from the scoring sheet. If a Ballot is not signed or judges name is not clearly identified, it cannot be counted.
  - ▶ You should sit close to the contest area where you can see and hear the speakers easily, even in the case of an outside disturbance or failure of the audio system.
  - ▶ Make sure you complete the correct ballot for each contest. Fill in 1st, 2nd and 3rd (if there are at least 3 contestants) or the Ballot cannot be counted. **DO NOT FILL IN CONTESTANTS NAMES UNTIL THE SPEAKING ORDER HAS BEEN ANNOUNCED.**
    1. **Note:** If the chief judge has the speaking order from the contest chairman, advise the judges now. The speaking order will also be given by the contest Toastmaster at the start of the contest.
  - ▶ Judge ONLY by the criteria and how those are met today; not by how the person did in a prior contest.
  - ▶ Your sole task is to pick a winner by comparing the performance of the contestants and selecting 1st, 2nd and 3rd winners. You are NOT asked to rate or grade the speeches. Do not place emphasis on the Excellent, Very Good, Good and Fair headings above the point ranges.
  - ▶ Tastes, beliefs, preferences and prejudices are the most prevalent barriers to unbiased judging. Judge each speech and speaker on the merits of their performance on the day.
  - ▶ When you are scoring, some speakers may tie or be very close in points. You must break your own ties by comparing the relative performances of the tying speakers in each section of the Judge's Guide and Ballot so that you can make an appropriate adjustment.
  - ▶ Do not pay any attention to timing, just judge by criteria given. If there is a disqualification for time, it is because the timers found the person to be over or under time. A disqualification of a contestant for time will be announced, but the person's name is not given.
  - ▶ The speaking area will be defined but going outside the area is not a basis for disqualification. However, if the movement, proximity etc. of a contestant, seems awkward or inappropriate, you may consider that in your scoring.
  - ▶ All speeches must be substantially (75%) original. Any quoted material must be identified during the speech presentation. If there is a question regarding originality, it must be brought to the attention of the chief judge or contest Chairman before the winners are announced. Discreetly say that you wish to lodge a protest on originality. The contestant has a right to be heard on the question before a decision can be made to disqualify on the basis that the speech is not original. Most judges must concur to disqualify the contestant.
    1. **Note:** District 90 practice requests judges not to use or refer any communication devices or information sources for the purpose of determining originality. Judges must be completely sure of any non-originality and no reference to external media on the day will be permitted.
  - ▶ At the end of each contest, you will have as much time as you reasonably required to review your scores and to complete your ballot.
  - ▶ Once completed, hold up your Ballot to be collected by a Ballot Counter.
  - ▶ If you are the tiebreaking judge, keep this to yourself. You must "place" every contestant and the chief judge will collect your Ballot.
  - ▶ Finally, do not discuss the judging of this contest or explain or justify your judging with anyone. You must not evaluate or advise any speakers.

## Evaluation Contest Toastmaster Script

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**State:** The purpose for holding the Evaluation contest is three-fold:

- ▶ To encourage development of evaluation skills
- ▶ To recognize the best as encouragement to all.
- ▶ To provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training.

**State:** We will now begin the Evaluation contest. The contest will consist of a test speaker delivering a 5-7-minute speech during which the contestants will listen and make notes on their Evaluation Contestant Notes sheet. The contestants will then be escorted from the room – by the sergeant-at-arms – and given 5 minutes to compose their evaluations. Each contestant will then be given 2-3 minutes to deliver his/her evaluation speech. Contestants will be judged by a panel of judges.

**State:** Contestants and voting judges are the only people who may lodge a protest over eligibility or speech content. There is a protocol in place to deal with protests if they arise. Protests will be resolved before the announcement of winners. Once the winners are announced the results are final.

**State:** These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our contestants.

1. Please place all cell phones or other devices that make audible noises either off or on silent.
2. No photography of the contestants is allowed during the contest. There will be photo opportunities after the contest. Videotaping is allowed only if the contestant has given their approval in advance.
3. Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the room. If you must leave, please do so during the times of silence between contestant speeches. The sergeant-at-arms will not allow anyone to enter the room during a contestant's speech.

**Ask:** Chief judge, have the judges, timers and ballot counters been briefed and are we ready to proceed with the contest? Wait for an affirmative reply.

**State:** In order to allow the judges time to mark their ballots, we will have one minute of silence after each contestant's speech, and after the last contestant's speech there will be silence for as long as needed until all the ballots have been collected and the chief judge and ballot counters have left the room.

**Ask:** Timer, will you signal me when one minute has elapsed between contestant speeches by switching the timing light to red once the speaker has finished, then switching down to orange, green and off to signal 1 minute is complete?" Wait for an affirmative reply

**State:** We have \_\_\_\_ contestants competing today. The contestants have drawn the speaking order and for your records, the order is as follows:

<b>Contestant 1:</b>	
<b>Contestant 2:</b>	
<b>Contestant 3:</b>	
<b>Contestant 4:</b>	
<b>Contestant 5:</b>	

<b>Contestant 6:</b>	
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**Ask:** Would you like me to repeat the speaking order?

**State:** Each contestant will be introduced only by his or her contestant number and name. I will then repeat his or her contestant name and number.

**State:** Please welcome \_\_\_\_\_. The title of his/her speech is \_\_\_\_\_.

**(Upon conclusion of the speech)**

**State:** Sergeant-at-arms, please escort the contestants from the room and allow them 5 minutes to compose their evaluations. After which time you collect all of the notes from each contestant, except contestant number one, and provide them with their notes only at the time they are scheduled to present their evaluation.

**Ask:** Timer, will you signal me when 5 minutes has elapsed? Wait for an affirmative reply.

*Once the contestants have left the room you can use the 5 minutes to interview the test speaker. However, note the 5 minutes is officiated by the sergeant-at-arms in the quiet room with the evaluation contestants, this is only a guide for the contest Toastmaster. The sergeant-at-arms will escort first contestant into the room when the official 5 minutes has elapsed.*

For each contestant, **State:** contestant number, (contestant name)

*Lead applause before and after each speech. Provide one minute of silence between speeches.*

<b>Contestant 1:</b>	
<b>Contestant 2:</b>	
<b>Contestant 3:</b>	
<b>Contestant 4:</b>	
<b>Contestant 5:</b>	
<b>Contestant 6:</b>	

**After the last evaluation, State:** May we please have silence until all the ballots have been collected. judges, please hold your ballots up when you have completed them. Timers, please hand your Time Record Sheet to the chief judge.

**Note:** *At this time the ballot counters and the chief judge will collect the ballots. After all the ballots have been collected and the chief judge and ballot counters have left the room you can start the contestant interviews.*

**Contestant Interviews:** Introduce the contestants giving their club, area and district (as appropriate for the level of contest). Interview each contestant – using materials from the Speech Contest Contestants Profile - and presents each contestant with their Certificate of Participation.

**Note:** *If the results are announced later, state the two sentences below. If the results are announced straight away, proceed to “announce the results and present certificates”.*

**State:** Thank you. This concludes the Evaluation contest. We will announce the results later in the meeting.

**State:** At this time, we will have a \_\_\_\_\_ minute break. Please return by \_\_\_\_\_. (if applicable).



**Announce Contest Results and Present Certificates**

Invite the highest-level dignitary in the room to help present the awards.

**Using the Results Form, State:** There were no {or one, two, etc.} disqualifications. (Announce the results – third place, second place and first place.)

Thank the contestants for their efforts and courage to compete in this contest.

Thank the chief judge, timers, ballot counters and anonymous judges for their contributions to making this a fair and well-run contest.

Thank any other people that may have helped make the contest a success.

**Adjourn the Evaluation contest.**

## International Speech Contest Toastmaster Script

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**State:** The purpose of holding the International Speech Contest is two-fold:

- ▶ To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all
- ▶ To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

**State:** We will now begin the International Speech contest. The contest will consist of a series of timed 5 - 7-minute speeches that will be judged by a panel of judges.

**State:** All contestants and voting judges participating in this contest are eligible for their roles as per the Toastmasters International Speech Contest Rulebook. Each contestant has certified that they prepared their own speech, on a topic of their own choosing and used content that is substantially original.

**State:** Contestants and judges are the only people who may lodge a protest over eligibility or speech content. There is a protocol in place to deal with protests if they arise. Protests will be resolved before the announcement of winners. Once the winners are announced the results are final.

**State:** These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our contestants.

1. Please place all cell phones or other devices that make audible noises either off or on silent.
2. No photography of the contestants is allowed during the contest. There will be photo opportunities after the contest. Videotaping is allowed only if the contestant has given their approval in advance.
3. Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the room. If you must leave, please do so during the times of silence between contestant speeches. The sergeant-at-arms will not allow anyone to enter the room during a contestant's speech.

**State:** All contestants may remain in the room during the contest.

**Ask:** Chief judge, have the Contest judges, timers and ballot counters been briefed and are we ready to proceed with the contest? Wait for an affirmative reply.

**State:** In order to allow the judges time to mark their ballots, we will have one minute of silence after each contestant's speech, and after the last contestant's speech there will be silence for as long as needed until all the ballots have been collected and the chief judge and ballot counters have left the room.

**Ask:** Timer, will you signal me when one minute has elapsed between contestant speeches by switching the timing light to red once the speaker has finished, then switching down to orange, green and off to signal 1 minute is complete?" Wait for an affirmative reply

**State:** We have \_\_\_\_ contestants competing today. The contestants have drawn the speaking order and for your records, the order is as follows:

<b>Contestant 1:</b>	
<b>Contestant 2:</b>	
<b>Contestant 3:</b>	

<b>Contestant 4:</b>	
<b>Contestant 5:</b>	
<b>Contestant 6:</b>	

**Ask:** Would you like me to repeat the speaking order?

**State:** Each contestant will be introduced by announcing the contestant's name, speech title, speech title, and contestant's name.

*Lead applause before and after each speech. Provide one minute of silence between speeches.*

1.	<b>Name:</b>	
	<b>Speech Title:</b>	
2.	<b>Name:</b>	
	<b>Speech Title:</b>	
3.	<b>Name:</b>	
	<b>Speech Title:</b>	
4.	<b>Name:</b>	
	<b>Speech Title:</b>	
5.	<b>Name:</b>	
	<b>Speech Title:</b>	
6.	<b>Name:</b>	
	<b>Speech Title:</b>	

**After the last speech, State:** May we please have silence until all the ballots have been collected. judges, please hold your ballots up when you have completed them. Timers, please hand your Time Record Sheet to the chief judge.

**Note:** *At this time the ballot counters and the chief judge will collect the ballots. After all the ballots have been collected and the chief judge and ballot counters have left the room you can start the contestant interviews.*

**Contestant Interviews:** Introduce the contestants giving their club, area and district (as appropriate for the level of contest). Interview each contestant – using materials from the Speech Contest Contestants Profile - and present each contestant with their Certificate of Participation.

**Note:** *If the results are announced later, state the two sentences below. If the results are announced straight away, proceed to "announce the results and present certificates".*

**State:** Thank you. This concludes the International Speech contest. We will announce the results later in the meeting.

**State:** At this time, we will have a \_\_\_\_\_ minute break. Please return by \_\_\_\_\_.

**Announce Contest Results and Present Certificates**

Invite the highest-level dignitary in the room to help present the awards.

**Using the Results Form, State:** There were no {or one, two, etc.} disqualifications. (Announce the results – third place, second place and first place.)

Thank the contestants for their efforts and courage to compete in this contest.

Thank the chief judge, timers, ballot counters and anonymous judges for their contributions to making this a fair and well-run contest.

Thank any other people that may have helped make the contest a success.

**Adjourn the International Speech contest.**

## Humorous Contest Toastmaster Script

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**State:** The purpose of holding the Humorous Speech Contest is three-fold:

- ▶ To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all
- ▶ To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.
- ▶ To recognise the value of humour in speaking.

**State:** We will now begin the Humorous Speech contest. The contest will consist of a series of timed 5 – 7-minute speeches that will be judged by a panel of judges.”

**State:** All contestants and voting judges participating in this contest are eligible for their roles as per the Toastmasters International Speech Contest Rulebook. Each contestant has certified that they prepared their own speech, on a topic of their own choosing and used content that is substantially original.

**State:** These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our contestants.

1. Please place all cell phones or other devices that make audible noises either off or on silent.
2. No photography of the contestants is allowed during the contest. There will be photo opportunities after the contest. Videotaping is allowed only if the contestant has given their approval in advance.
3. Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the room. If you must leave, please do so during the times of silence between contestant speeches. The sergeant-at-arms will not allow anyone to enter the room during a contestant’s speech.

**State:** All contestants may remain in the room during the contest.

**Ask:** Chief judge, have the judges, timers and ballot counters been briefed and are we ready to proceed with the contest? Wait for an affirmative reply.

**State:** In order to allow the judges time to mark their ballots, we will have one minute of silence after each contestant’s speech, and after the last contestant’s speech there will be silence for as long as needed until all the ballots have been collected and the chief judge and ballot counters have left the room.

**Ask:** Timer, will you signal me when one minute has elapsed between contestant speeches by switching the timing light to red once speaker has finished, then switching down to orange, green and off to signal 1 minute is complete? Wait for an affirmative reply.? Wait for an affirmative reply.

**State:** We have \_\_\_\_ contestants competing today. The contestants have drawn the speaking order and for your records, the order is as follows:

<b>Contestant 1:</b>	
<b>Contestant 2:</b>	
<b>Contestant 3:</b>	
<b>Contestant 4</b>	
<b>Contestant 5:</b>	

<b>Contestant 6:</b>	
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**Ask:** Would you like me to repeat the speaking order?

**State:** For this contest, all contestants may remain in the room.

**State:** Each contestant will be introduced by announcing the contestant's name, speech title, speech title, and contestant's name.

*Lead applause before and after each speech. Provide one minute of silence between speeches.*

1.	<b>Name:</b>	
	<b>Speech Title:</b>	
2.	<b>Name:</b>	
	<b>Speech Title:</b>	
3.	<b>Name:</b>	
	<b>Speech Title:</b>	
4.	<b>Name:</b>	
	<b>Speech Title:</b>	
5.	<b>Name:</b>	
	<b>Speech Title:</b>	
6.	<b>Name:</b>	
	<b>Speech Title:</b>	

**After the last speech, State:** May we please have silence until all the ballots have been collected? judges, please hold your ballots up when you have completed them. Timers, please hand your Time Record Sheet to the chief judge.

**Note:** *At this time the ballot counters and the chief judge will collect the ballots. After all the ballots have been collected and the chief judge and ballot counters have left the room you can start the contestant interviews.*

**Contestant Interviews:** Introduce the contestants giving their club, area and district (as appropriate for the level of contest). Interview each contestant – using materials from the Speech Contest Contestants Profile - and present each contestant with their Certificate of Participation.

**Note:** *If the results are announced later, state the two sentences below. If the results are announced straight away, proceed to “announce the results and present certificates”.*

**State:** Thank you. This concludes the Humorous Speech contest. We will announce the results later in the meeting.

**State:** At this time, we will have a \_\_\_\_\_ minute break. Please return by \_\_\_\_\_.

### **Announce Contest Results and Present Certificates**

Invite the highest-level dignitary in the room to help present the awards.

**Using the Results Form, State:** There were no {or one, two, etc.} disqualifications. (Announce the results – third place, second place and first place.)

Thank the contestants for their efforts and courage to compete in this contest.

Thank the chief judge, timers, ballot counters and anonymous judges for their contributions to making this a fair and well-run contest.

Thank any other people that may have helped make the contest a success.

**Adjourn the Humorous Speech contest.**

## Table Topics Contest Script

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**State:** The purpose of holding the Table Topics contest is two-fold:

- ▶ To provide an opportunity for speakers to improve their speaking abilities and to recognise the best as encouragement for all.
- ▶ To provide an opportunity to learn by observing the more proficient speakers who have benefitted from their Toastmasters training.

**State:** We will now begin the Table Topics contest. The contest will consist of the same topic being given to contestant. Each contestant will have 1 – 2 minutes to deliver an impromptu speech based on the question. The Sergeant-at-Arms will escort all but the first contestant from the room. Each contestant will be invited back into the room only after the previous contestant has completed their speech. The speeches will be judged by a panel of judges.

**State:** Contestants and voting judges are the only people who may lodge a protest over eligibility or speech content. There is a protocol in place to deal with protests if they arise. Protests will be resolved before the announcement of winners. Once the winners are announced the results are final.

**State:** These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our contestants.

1. Please place all cell phones or other devices that make audible noises either off or on silent.
2. No photography of the contestants is allowed during the contest. There will be photo opportunities after the contest. Videotaping is allowed only if the contestant has given their approval in advance.
3. Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the room. If you must leave, please do so during the times of silence between contestant speeches. The sergeant-at-arms will not allow anyone to enter the room during a contestant's speech.

**Ask:** Chief judge, have the contest judges, timers and ballot counters been briefed and are we ready to proceed with the contest? Wait for an affirmative reply.

**State:** In order to allow the judges time to mark their ballots, we will have one minute of silence after each contestant's speech and after the last contestant's speech there will be silence for as long as needed until all the ballots have been collected and the chief judge and ballot counters have left the room.

**Ask:** Timer, will you signal me when one minute has elapsed between contestant speeches by switching the timing light to red once speaker has finished, then switching down to orange, green and off to signal 1 minute is complete? Wait for an affirmative reply.

**State:** We have \_\_\_\_ contestants competing today. The contestants have drawn the speaking order and for your records, the order is as follows:

<b>Contestant 1:</b>	
<b>Contestant 2:</b>	
<b>Contestant 3:</b>	
<b>Contestant 4:</b>	
<b>Contestant 5:</b>	



<b>Contestant 6:</b>	
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**Ask:** Would you like me to repeat the speaking order?

**State:** Sergeant-at-arms, please escort all but the first contestant from the room. (After the contestants and Sergeant-at-arms have left the room and are well away from the contest room, introduce the first speaker.)

**For each contestant, State:** Contestant name, state the topic, repeat the topic, contestant name.

Lead applause before and after each speech. Provide one minute of silence between speeches.

<b>Contestant 1:</b>	
<b>Contestant 2:</b>	
<b>Contestant 3:</b>	
<b>Contestant 4:</b>	
<b>Contestant 5:</b>	
<b>Contestant 6:</b>	

**After the last speech, State:** May we please have silence until all the ballots have been collected? Judges, please hold your ballots up when you have completed them. Timers, please hand your Time Record Sheet to the chief judge.

**Note:** At this time the ballot counters and the chief judge will collect the ballots. After all the ballots have been collected and the chief judge and ballot counters have left the room you can start the contestant interviews.

**Contestant Interviews:** Introduce the contestants giving their club, area and district (as appropriate for the level of contest). Interview each contestant – using materials from the Speech Contest Contestants Profile - and present each contestant with their Certificate of Participation.

**Note:** If the results are announced later, state the two sentences below. If the results are announced straight away, proceed to “announce the results and present certificates”.

**State:** Thank you. This concludes the Table Topics contest. We will announce the results later in the meeting.

**State:** At this time, we will have a \_\_\_\_\_ minute break. Please return by \_\_\_\_\_.

### **Announce Contest Results and Present Certificates**

Invite the highest-level dignitary in the room to help present the awards.

**Using the Results Form, State:** There were no {or one, two, etc.} disqualifications. (Announce the results – third place, second place and first place.)

Thank the contestants for their efforts and courage to compete in this contest.

Thank the chief judge, timers, ballot counters and anonymous judges for their contributions to making this a fair and well-run contest.

Thank any other people that may have helped make the contest a success.

**Adjourn the Table Topics contest.**

## Speech Contest Materials

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Speech contest materials are available to download as free digital content at <https://www.toastmasters.org/shop/contests/speech-contest-kits>

### For all contests

Role	Item	Item No.
All participants	Speech Contest Rulebook	1171
Chief judge	Notification of Contest Winner	1182
	Results Form	1168
Voting and Tiebreaking judges	Judge's Certification of Eligibility and Code of Ethics	1170
Counters	Counter's Tally Sheet	1176
Timers	Speech Contest Time Record Sheet and Instructions for Timers	1175
Contestants	Speaker's Certification of Eligibility and Originality	1183
	Speech Contest Contestant Profile	1189
Place Certificates	Contest Participant Certificates	510D
	Speech Contest Certificate 1st Place	510A
	Speech Contest Certificate 2nd Place	510B
	Speech Contest Certificate 3rd Place	510C

### International Speech Contest

Role	Item	Item No.
Voting judges	International Speech Contest Judge's Guide and Ballot	1172
Tiebreaking judge	International Speech Contest Tiebreaking Judge's Guide and Ballot	1188

### Evaluation Contest

Role	Item	Item No.
Voting judges	Evaluation Speech Contest Judge's Guide and Ballot	1179
Tiebreaking judge	Evaluation Speech Contest Tiebreaking Judge's Guide and Ballot	1179A
Contestants	Evaluation Contestant Notes	1177

### Humorous Speech Contest

Role	Item	Item No.
Voting judges	Humorous Speech Contest Judge's Guide and Ballot	1191
Tiebreaking judge	Humorous Speech Contest Tiebreaking Judge's Guide and Ballot	1191A

### Table Topics Speech Contest

Role	Item	Item No.
Voting judges	Table Topics Speech Contest Judge's Guide and Ballot	1181
Tiebreaking judge	Table Topics Speech Contest Tiebreaking Judge's Guide and Ballot	1181A

## Contest Timing

Each contestant must proceed directly to the speaking position upon being introduced. If a contestant engages in a definite verbal or non-verbal communication with the audience (including the playing of music or other sound effect or a staged act by another person), prior to uttering the first word of the speech, the Timer will activate the timing device at that point.

This may result in the contestant going overtime, in which case the contestant is disqualified. Contestants should begin speaking within a short time after arriving at the speaking area and are not to delay the contest unnecessarily. Timing for contests is measured in whole seconds – 7:30 or 7:31.

Contest	Green Light	Yellow Light	Red Light	Disqualified
International Speech	5 minutes	6 minutes	7 minutes	Less than 4 ½ minutes More than 7 ½ minutes
Evaluation	2 minutes	2 ½ minutes	3 minutes	Less than 1 ½ minutes More than 3 ½ minutes
Humorous Speech	5 minutes	6 minutes	7 minutes	Less than 4 ½ minutes More than 7 ½ minutes
Table Topics	1 minute	1 ½ minutes	2 minutes	Less than 1 minute More than 2 ½ minutes

### Timing Tips for Running a Successful Speech Contest

#### *International Speech and Humorous Speech Contests 5-7 minutes*

	Time Allowed
Contest Toastmaster Introduction	2 minutes
Speakers	7 ½ minutes
Silence between each speaker	1 minute
Interviews	2 minutes each
Movement to and from the speaking area	1 minute each
Total time for a contest with 6 contestants	71 minutes
<b>Time to be allowed on the agenda</b>	<b>75 minutes (for 6 contestants)</b>

#### *Evaluation Speech Contest 2-3 minutes*

	Time Allowed
Contest Toastmaster Introduction	2 minutes
Test speaker	
7 minutes	
Preparation time and movement to preparation room	8 minutes
Speakers	3 ½ minutes each
Silence between each speaker	1 minute
Interviews	2 minutes each
Movement to and from the speaking area	1 minute each
Total time for a contest with 6 contestants	62 minutes
<b>Time to be allowed on the agenda</b>	<b>65 minutes (for 6 contestants)</b>

#### *Table Topics Speech Contest 1-2 minutes*

	Time Allowed
Contest Toastmaster Introduction	2 minutes
Movement of contestants to another room	2 minutes
Speakers	2 ½ minutes each
Silence between each speaker	1 minute
Interviews	2 minutes each
Movement to and from the speaking area	1 minute each
Total time for a contest with 6 contestants	43 minutes
<b>Time to be allowed on the agenda</b>	<b>45 minutes (for 6 contestants)</b>