

## **COMBINED AREA/DIVISION ONLINE CONTEST SCRIPT**

- Open Zoom at least 30 minutes before contest.
- Contestants and Judges Briefings will be held in days preceding, not on contest day.

### **Sergeant at Arms**

- Call for 5-minute warning before the start of the contest.
- If recording, remind zoom master to start recording.
- Call contest to order at start time.
- Ask for everyone to silence their cell phones, mute microphones, and turn off cameras. Reads online contest protocol.
- Asks attendees to stand for the Pledge of Allegiance
- Introduces Area/Division Directors:

Director #1:

Director #2:

### **Area/Division Directors**

- #1: Welcome everyone to the contest!
  - #2: Acknowledge the Dignitaries in the room (follow 2020-2021 District 115 Officer Dignitary List with names highlighted to indicate those in attendance – double-check list before start of meeting). **DO NOT READ NAME OF ANY DIGNITARY WHO IS COMPETING IN THE CONTEST.**
  - #1: Introduce the Tall Tales Contest Toastmaster:
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## TALL TALES CONTEST

Toastmaster makes opening remarks/warms up audience. Include an overview about the Tall Tales Contest and how the combined contest will run.

- Ask the Chief Judge if all the judges, timers, and vote counters have been briefed.
  - *Chief Judge acknowledges the Tall Tales Contest Toastmaster*
  - Give the Area/Division **X** contestant order for the Judges to mark their ballots.
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### **Toastmaster introduces contestants in speaking order:**

1. “Contestant Name, please unmute yourself and turn on your video”
  2. Contestant Name, Speech Title, Speech Title, and Contestant Name
  3. Each contestant will have 3-5 minutes to speak.
  4. Ask for one minute of silence between each contestant so judges can mark their ballots.
- Repeat steps 1 - 4 until all contestants have competed.
  - Once all contestants in Area/Division **X** have competed, ask for silence until all ballots and timer sheets are confirmed by the Chief Judge. *Vote Counters will remain in the zoom room.*
  - Toastmaster announces: The Area/Division **X** Tall Tales Contest has concluded.
  - Toastmaster announces: The Area/Division **Y** Tall Tales Contest will now begin.
  - Give the Area/Division **Y** contestant order for the Judges to mark their ballots.

- Repeat steps 1 - 4 (above) until all contestants have competed.
- Once all contestants in Area/Division **Y** have competed, ask for silence until all ballots and timer sheets are confirmed by the Chief Judge. ***Chief Judge and Vote Counters will now move to a breakout room.***
- Toastmaster announces: The **Area/Division Y Tall Tales Contest has concluded! Please unmute and give the speakers a round of applause. You may turn your cameras back on.** (Zoom master will mute all but the Toastmaster after applause)
- Toastmaster interviews the contestants who were ONLY participating in the Tall Tales Contest in speaking order and thanks them on behalf of the Area/Division Director.
- Toastmaster returns control of the contest back to the Area/Division Directors.

**Announcement of any recess and any contests/prizes being conducted.**

***Chief Judge will text a copy of the results forms for Tall Tales to the Program Quality Director (PQD) during this time.***

**Sergeant-At-Arms**

- Call for 5-minute warning before the restart of the contest.
- If recording, remind zoom master to start recording.
- Reconvene contest.
- Remind everyone to silence their cell phones, mute microphones, and turn off cameras. Reads online contest protocol.
- Re-introduce Area/Division Directors.

**Area/Division Directors**

- #1: Welcome everyone back to the contest!
  - #2: Introduce the International Contest Toastmaster:
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## INTERNATIONAL CONTEST

Toastmaster makes opening remarks/warms up audience. Include an overview about the International Contest and how the combined contest will run.

- Ask the Chief Judge if all the judges, timers, and vote counters have been briefed.
- *Chief Judge acknowledges the International Contest Toastmaster*
- Give the Area/Division **X** contestant order for the Judges to mark their ballots.

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### **Toastmaster introduces contestants in speaking order:**

1. “Contestant Name, please unmute yourself and turn on your video”
  2. Contestant Name, Speech Title, Speech Title, and Contestant Name
  3. Each contestant will have 5-7 minutes to speak.
  4. Ask for one minute of silence between each contestant so judges can mark their ballots.
- Repeat steps 1 - 4 until all contestants have competed.
  - Once all contestants in Area/Division **X** have competed, ask for silence until all ballots and timer sheets are confirmed by the Chief Judge. *Vote Counters will remain in the zoom room.*
  - Toastmaster announces: The Area/Division **X** International Contest has concluded.
  - Toastmaster announces: The Area/Division **Y** International Contest will now begin.
  - Give the Area/Division **Y** contestant order for the Judges to mark their ballots.
  - Repeat steps 1 – 4 (above) until all contestants have competed.

- Once all contestants in Area/Division **Y** have competed, ask for silence until all ballots and timer sheets are confirmed by the Chief Judge. *Chief Judge and Vote Counters will now move to a breakout room.*
- Toastmaster announces: The Area/Division **Y** International Contest has concluded! Please unmute and give the speakers a round of applause. You may turn your cameras back on. (Zoom master will mute all but the Toastmaster after applause)
- Toastmaster interviews the contestants who were participating in the International Contest in speaking order and thanks them on behalf of the Area/Division Director.
- Toastmaster returns control of the contest back to the Area/Division Directors.

*Chief Judge will email a copy of the results to the Area/Division Directors for their specific contests during this time.*

*Chief Judge will text a copy of the results forms for the Contests to the Program Quality Director (PQD) during this time.*

### Area/Division Directors

- Thank Toastmasters and Chief Judge. Thanks helpers (do not mention judges by name).
- Call on District Director for any District announcements. Any other Area/Division announcements.
- Area/Division **X** - announce Sparkplug of Year and TM of Year.
- Area/Division **Y** - announce Sparkplug of Year and TM of Year.
- Area/Division directors take turns reading results
- Read the results, generally, as follows:
  - For Area/Division **X** Tall Tales Contest, there were \_\_\_ disqualifications for time. The 2<sup>nd</sup> place winner is \_\_\_, the 1<sup>st</sup>

place winner, who will compete in the Division/District contest is \_\_\_\_.

- For Area/Division **Y** Tall Tales Contest, there were \_\_\_\_ disqualifications for time. The 2<sup>nd</sup> place winner is \_\_\_\_, the 1<sup>st</sup> place winner, who will compete in the Division/District contest is \_\_\_\_.
  - For Area/Division **X** International Contest, there were \_\_\_\_ disqualifications for time. The 2<sup>nd</sup> place winner is \_\_\_\_, the 1<sup>st</sup> place winner, who will compete in the Division/District contest is \_\_\_\_.
  - For Area/Division **Y** International Contest, there were \_\_\_\_ disqualifications for time. The 2<sup>nd</sup> place winner is \_\_\_\_, the 1<sup>st</sup> place winner, who will compete in the Division/District contest is \_\_\_\_.
- Announce that all contest trophies will be presented at the Hall of Fame awards ceremony, which will take place in the fall.
  - Thank the contestants and audience for participating and adjourn the contest.

**CELEBRATE!!! YOU DID IT!!**

