

COMBINED AREA/DIVISION ONLINE CONTEST SCRIPT FOR ANY SET OF SPEECH CONTESTS: INTERNATIONAL, HUMOR, TALL TALES, TOPICS OR EVALUATION

- 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: Depending on the number of Directors
 - Area Director #1: or Division Director #1
 - Area Director #2: or Division Director #2

Area/Division Directors

- #1: Welcome everyone to the contest!
- #2: Acknowledge the Dignitaries in the room (follow Current 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 Speech Contest Toastmaster:

FIRST SPEECH CONTEST

Toastmaster makes opening remarks/warms up audience. Include an overview about the Speech 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 Speech Contest Toastmaster*
- Toastmaster Gives the Area/Division X contestant order for the Judges to mark their ballots.

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. Ask for one minute of silence between each contestant so judges can mark their ballots.
- Repeat steps 1 - 3 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** Speech Contest has concluded.
- Toastmaster announces: The Area/Division **Y** Speech Contest will now begin.
- **Repeat two steps above until Area Speech Contests completed**
- Give the Area/Division **Y** contestant order for the Judges to mark their ballots.
- Repeat steps 1 - 3 (above) until all contestants have competed.
- Once all contestants in all Area/Division **Contests** 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 All Area/Division Speech Contests have 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 Speech 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 Speech Contests to the appropriate Area/Division Director 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:

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.

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. Ask for one minute of silence between each contestant so judges can mark their ballots.
- Repeat steps 1 - 3 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.
 - **Repeat two steps above until Area Speech Contests are Completed**
 - 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.

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.
- All Area/Division Directors:
 - 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 each Area/Division:
 - For Area/Division **X** Speech Contest, there were ____ disqualifications for time. The 2nd place winner is ____, the 1st place winner, who will compete in the Division/District contest is ____.
 - For Area/Division **Y** Speech Contest, there were ____ disqualifications for time. The 2nd place winner is ____, the 1st place winner, who will compete in the Division/District contest is ____.

- For Area/Division **X** International Contest, there were ____ disqualifications for time. The 2nd place winner is ____, the 1st place winner, who will compete in the Division/District contest is ____.
- For Area/Division **Y** International Contest, there were ____ disqualifications for time. The 2nd place winner is ____, the 1st 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!!

