

# HYBRID SPEECH CONTEST SCRIPTS

Revision G  
All contests

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## **Revisions**

Rev	Description	Date (MM/YY)
-	Original Issue – Michael Aron, DTM	03/09
A	Revision for changes in Toastmasters Rule Book – Jeff Sobel, DTM	10/12
B	Revision for changes in Toastmasters Rule Book – Jeff Sobel, DTM	10/15
C	Revision for changes in Toastmasters Rule Book, Addition of script portions for district-level contests, Reordering of contests – August Wolf, ACB, ALB	07/17
D	Revision for changes in Toastmasters Rule Book – August Wolf, ACS, ALB	10/18
E	Revision for changes in Toastmasters Rule Book - Jennifer Cimilluca, DTM	11/19
F	Revisions for changes in Toastmasters Rule Book – Tracey Adkins, IP2	12/21
G	Revisions for changes in Toastmasters Rule Book - Nancy Cook EC4	12/8

## **Notes:**

- The Toastmaster contest rulebook is currently silent on the order of the contests. The order that the contests are conducted is based on past district convention.

## General Introductions for Entire Online Contest Event

### **Sergeant at Arms:**

Call the meeting to order and introduce the Contest Master / Contest Toastmaster.

### **Contest Master / Contest Toastmaster:**

Welcome to all Toastmasters and guests that are here at (*Location*) \_\_\_\_\_  
and those joining us online, for the (*Div/Dist*) \_\_\_\_\_  
(*type of contest(s)*) \_\_\_\_\_  
Speech Contest(s) for (*Year*) \_\_\_\_\_.

*[If desired, provide some opening/welcoming remarks. A joke, anecdote, etc., can serve to help warm up the audience. Practice it ahead of time to ensure it has the desired audience effect.]*

First, I would like to read the Toastmasters Club Mission Statement:

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Before we begin, here are some housekeeping items:

- a. *[Give location of bathrooms, exits, refreshments, etc.]*
- b. To minimize distractions to our contestants while competing, we ask you to consider the following:
  - i. Please place your cell phones and other electronic devices on vibrate, turn them off, or check them at the registration desk.
  - ii. Please avoid flash photography of the contestants during the contest. There will be photo opportunities later.
  - iii. Please keep your microphones on mute and your webcams off unless while speaking as a contestant or a contest official.
  - iv. "Chat" may only be used to signal technical difficulties or for communication among contest officials.
- c. Once the contest has begun, the Sergeant at Arms will secure the doors. Members of the audience are asked to refrain from leaving or entering the room during the contest, especially while the contestants are speaking.
- d. If you must leave the room, please do so as quietly as possible during the minutes of silence allocated for the judges' scoring of each contestant.
- e. Admittance back into the room will be restricted while a contestant is speaking.
- f. After the contest, no one will be permitted to leave the room until all ballots are collected to help ensure the integrity of the process.

## Tall Tale Contest Script

### **Contest Master / Contest Toastmaster:**

We will now begin the Tall Tales Contest. I would like to read the purpose of the Tall Tale Contest as defined by Toastmasters:

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

The order of the contestants was randomly selected before the start of today's meeting, and is as follows *[read each name twice, slowly, and clearly, pausing in between]*:

<u>Contestant Order</u>	<u>Name</u>
1	
2	
3	
4	
5	
6	
7	
8	

I would like to have our Chief Judge, \_\_\_\_\_, come forward to provide an overview of the rules of the Tall Tale Contest:

## Chief Judge:

1. It has been confirmed that all contestants are eligible. To be eligible a contestant must:
  - a. Be a Toastmaster in good standing of a club in good standing.
  - b. Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways Learning Experience or a Distinguished Toastmaster award. (However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest).
  - c. Not presently be an International, District or Area officer, nor have declared the intent to run for such offices.
2. All speeches are to be original, and quoted material so identified.
3. Speakers may stay in the room. Should they choose to leave the room during the contest, the Zoom Master will move contestants back in the room once their time to speak has arrived.
4. The time of the Speech is to be 3-5 minutes. Any speaker speaking less than 2:30 or more than 5:30 will be disqualified.
5. Timers must not consider fractions of a second. (A contestant is not qualified until their time reaches four (3) minutes and 30 seconds and is not disqualified until their time reaches seven (5) minutes and 31 seconds.)
6. The timing backgrounds/cards will be activated as follows (*ask the timekeepers to activate the backgrounds/cardboards as you indicate timelines*):
  - Green Background/Card at 3:00,
  - Yellow Background/Card at 4:00
  - Red Background/Card at 5:00

Red Background/Card which will stay on until the speaker has finished speaking. No notice shall be given should a speaker go over time.
7. Timing starts with the contestant's first definite verbal or non-verbal communication with the audience.
8. Contestants may stay in the room after they have spoken.
9. There will be one minute of silence between speakers so the judges may complete their forms.
10. Judges have been instructed **not** to consider time in their ranking of the speakers
11. All judges have been briefed and are qualified to judge this contest.
12. There is a secret tie breaker judge known only to the Chief Judge.
13. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any non-original content must be so identified during the speech presentation.
14. Contestants must not reference another contestant, or a speech presented by another contestant, during their speech at the same contest in which they are competing.

- 15. Protests are limited to eligibility and originality and may be lodged only by the contestants or judges of this contest, to either the Chief Judge and/or Contest Chair, prior to the announcement of the contest results.
- 16. Once the results have been announced, all decisions are final.
- 17. Are there any questions?

Mr./Madame Contest Master / Contest Toastmaster, we are ready to begin.

**Contest Master / Contest Toastmaster:**

Sergeant-at-Arms / Zoom Master, please escort any contestants that requested to leave to either the online breakout room or out of the main room to the lobby. They will be escorted back in when their time to speak arises.

And now for our first contestant, \_\_\_\_\_.

\*\*\* \_\_\_\_\_, please verify that your microphone is unmuted, your camera is on, and that you can see the Timer. If you would like to record your speech please do so now. When you are ready, please say "Ready."

*Introduce the Tale Tales Contestants:*

**Contestant #, name, title, title, name**

<b>Contestant #</b>	<b>Name</b>	<b>Speech Title (said twice)</b>
Contestant 1		
Contestant 2		
Contestant 3		
Contestant 4		
Contestant 5		
Contestant 6		
Contestant 7		

Could we please have one minute of silence for the judges to fill out their ballots?

*(After one minute)*

Do any of our judges need more time?

*(Give additional 30 seconds, if necessary, then wait until all judges have finished)*

***(REPEAT SIMILARLY FOR ALL CONTESTANTS)***

**Once all contestants have spoken:**

Could we please have one minute of silence for the judges to fill their ballots?

*(After one minute)*

Please remain silent while the judges finalize their ballots.

Judges, please finalize your scores and rank the contestants on the bottom portion of your ballot. On line judges, once digitally filled out and digitally signed, email, text, or email and text completed ballots to the Chief Judge and the ballot counters. In person judges when ballots are completed, please hand your ballot to the ballot counters. On line timers, please email, text or email and text your Timing Sheet to the Chief Judge. In person timers please hand your timing sheet to the Chief judge.

**Notes: Contest Master / Contest Toastmaster does not continue until they receive confirmation from the Chief Judge (nobody else) that all ballots have been received. Do not start interview till you hear from Chief Judge**

*(Maintain silence until all ballots are collected and the Chief Judge / ballot counters have acknowledged receiving them all and have left the room. Recommend all judges are moved also so that they can have communication with CJ.)*

*(Once the Chief Judge has notified the Contest Chair you may proceed to contestant interviews.)*

*(When the Chief Judge returns, proceed to awards and closing remarks)*

*(After all ballots are collected)*

Thank you. This concludes the Tall Tale speech contest. We will announce the results later in the meeting.

## **Contestant Interviews**

### **Contest Master / Contest Toastmaster:**

Now that the contests are over, let's take some time to meet our contestants. Please join me in welcoming back all our contestants. *[Start applause]*

*[After each contestant is interviewed, share the image of their Certificate of Participation. Allow audience to applaud and move on to the next contestant.]*

Our first contestant was \_\_\_\_\_.

*[Depending on the level of the contest, it is customary to ask contestants their club name, club number, and time in Toastmasters.*

*Ask whatever other questions you wish, for one to two minutes. Refer to the contestant's Biographical Information Sheet.*

*Thank the contestant and share their participation certificate.]*

**REPEAT FOR ALL SPEECH CONTESTANTS**

### ***[NOTES:***

- 1. Your interviews may run short if the Counters and Chief Judge are delayed, or if there is a protest.*
- 2. Your interviews may run long if contestants provide lengthy responses, or if the Counters and Chief Judge are very efficient.*
- 3. Plan for about 2 questions per contestant but be prepared to adjust and/or improvise on the fly.]*



## **Announcing the Results**

### **Contest Master / Contest Toastmaster:**

I'd now like to bring up the Chief Judge with the contest results, to help present the awards. *(Start applause. Ask Chief Judge privately about time disqualifications.)*

*If other district officers are present:*

I'd also like to welcome our district leaders, to help with award presentation:

*(Depending on who is present)*

- Area Director, \_\_\_\_\_,
- Division Director, \_\_\_\_\_,
- Club Growth Director, \_\_\_\_\_,
- Program Quality Director, \_\_\_\_\_,
- District Director, \_\_\_\_\_,

*Note: For a District-level contest, the Chief Judge does not assist with awards presentation. This is done by the District Trio (DG, PQD, CGD). If there are sufficient district leaders (two or more) at an area or division contest, the Chief Judge does not assist at these contests either.*

*(Start applause and wait for the district officers to make their way to the lectern.)*

Before the results are announced, congratulations go to all our contestants for competing!

*(Read the results as follows:*

1. *Announce the number of disqualifications if there are any.*
  - a. *Do not mention who was disqualified.*
1. *If there were less than 3 contestants, announce the second place (if applicable) and first-place winner.*
2. *If there were 3 or more contestants, announce the third-place winner, second-place winner, and the first-place winner. Allow time for photographs/screenshots.*
3. *Announce the second-place winner. Allow time for photographs/screenshots.*
4. *Announce the first-place winner. Allow time for photographs/screenshots.*

*(Zoom Master / Chief Judge share certificates as winners are announced)*

***READ THE RESULTS FROM THE RESULTS SHEET (OR WINNERS' CERTIFICATES) CAREFULLY AND IN THE ORDER THEY APPEAR.]***

## Closing Remarks

### **Contest Master / Contest Toastmaster:**

I would like to congratulate all the contestants for “stepping out of their comfort zones” and competing today.

Special thanks to all the judges, contest functionaries and other assistants, without whom this contest would not have been possible.

*(Note that you should not single out or identify the judges in any way. If possible, the judges should remain entirely unknown.)*

Contest champions will next compete at the \_\_\_\_\_ contest,  
on \_\_\_\_\_ at (location) \_\_\_\_\_.

Remember that our District Conference is in Springfield, Massachusetts  
at (Facility) Sheraton Hotel  
on (Date) May 6, 2023

The District conference includes lots of fun and educational events, including the District-level speech contests where our Division Champions will compete.

*[Introduce any visiting leaders: Area Directors, Division Directors, District Trio, Past District Directors, or Governors.]*

*[Introduce the district officer(s) who will provide closing thoughts. Area Directors (at their Area contest) and Division Directors (at their Area and Division contests) should have about two minutes to address the audience. District Trio member should also have time to speak.]*

We will close with some remarks from our district officers.

*[For each officer speaking (in ascending order of office held)]*

Please welcome (name) \_\_\_\_\_, (office) \_\_\_\_\_

*[Each district officer passes control of the meeting back to the Contest Master / Contest Toastmaster. After the last speaker, close the event.]*

Thank you all again for coming to our contest!

## General Introductions for Entire Online Contest Event

## **Sergeant at Arms:**

Call the meeting to order and introduce the Contest Master / Contest Toastmaster.

## **Contest Master / Contest Toastmaster:**

Welcome to all Toastmasters and guests that are here at (Location) \_\_\_\_\_  
and those joining us online, for the (Div/Dist) \_\_\_\_\_  
(type of contest(s)) \_\_\_\_\_  
Speech Contest(s) for (Year) \_\_\_\_\_.

*[If desired, provide some opening/welcoming remarks. A joke, anecdote, etc., can serve to help warm up the audience. Practice it ahead of time to ensure it has the desired audience effect.]*

First, I would like to read the Toastmasters Club Mission Statement:

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Before we begin, here are some housekeeping items:

- g. *[Give location of bathrooms, exits, refreshments, etc.]*
- h. To minimize distractions to our contestants while competing, we ask you to consider the following:
  - v. Please place your cell phones and other electronic devices on vibrate, turn them off, or check them at the registration desk.
  - vi. Please avoid flash photography of the contestants during the contest. There will be photo opportunities later.
  - vii. Please keep your microphones on mute and your webcams off unless while speaking as a contestant or a contest official.
  - viii. "Chat" may only be used to signal technical difficulties or for communication among contest officials.
- i. Once the contest has begun, the Sergeant at Arms will secure the doors. Members of the audience are asked to refrain from leaving or entering the room during the contest, especially while the contestants are speaking.
- j. If you must leave the room, please do so as quietly as possible during the minutes of silence allocated for the judges' scoring of each contestant.
- k. Admittance back into the room will be restricted while a contestant is speaking.
- l. After the contest, no one will be permitted to leave the room until all ballots are collected to help ensure the integrity of the process.

## **International Contest Script**

**Contest Master / Contest Toastmaster:**

We will now begin the International Contest. I would like to read the purpose of the International Contest as defined by Toastmasters:

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

The order of the contestants was randomly selected before the start of today’s meeting, and is as follows *[read each name twice, slowly, and clearly, pausing in between]*:

<u>Contestant Order</u>	<u>Name</u>
1	
2	
3	
4	
5	
6	
7	
8	

I would like to have our Chief Judge, \_\_\_\_\_, come forward to provide an overview of the rules of the International Contest:

## Chief Judge:

18. It has been confirmed that all contestants are eligible. To be eligible a contestant must:
  - a. Be a Toastmaster in good standing of a club in good standing.
  - b. Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways Learning Experience or a Distinguished Toastmaster award. (However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest).
  - c. Not presently be an International, District or Area officer, nor have declared the intent to run for such offices.
19. All speeches are to be original, and quoted material so identified.
20. Speakers may stay in the room. Should they choose to leave the room during the contest, the Zoom Master will move contestants back in the room once their time to speak has arrived.
21. The time of the Speech is to be 5-7 minutes. Any speaker speaking less than 4:30 or more than 7:30 will be disqualified.
22. Timers must not consider fractions of a second. (A contestant is not qualified until their time reaches four (4) minutes and 30 seconds and is not disqualified until their time reaches seven (7) minutes and 31 seconds.)
23. The timing backgrounds/cards will be activated as follows (*ask the timekeepers to activate the backgrounds/cardboards as you indicate timelines*):
  - Green Background/Card at 5:00,
  - Yellow Background/Card at 6:00
  - Red Background/Card at 7:00

Red Background/Card which will stay on until the speaker has finished speaking. No notice shall be given should a speaker go over time.
24. Timing starts with the contestant's first definite verbal or non-verbal communication with the audience.
25. Contestants may stay in the room after they have spoken.
26. There will be one minute of silence between speakers so the judges may complete their forms.
27. Judges have been instructed **not** to consider time in their ranking of the speakers
28. All judges have been briefed and are qualified to judge this contest.
29. There is a secret tie breaker judge known only to the Chief Judge.
30. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any non-original content must be so identified during the speech presentation.

31. Contestants must not reference another contestant, or a speech presented by another contestant, during their speech at the same contest in which they are competing.
32. Protests are limited to eligibility and originality and may be lodged only by the contestants or judges of this contest, to either the Chief Judge and/or Contest Chair, prior to the announcement of the contest results.
33. Once the results have been announced, all decisions are final.
34. Are there any questions?

Mr./Madame Contest Master / Contest Toastmaster, we are ready to begin.

**Contest Master / Contest Toastmaster:**

Sergeant-at-Arms / Zoom Master, please escort any contestants that requested to leave to either the online breakout room or out of the main room to the lobby. They will be escorted back in when their time to speak arises.

And now for our first (second, third etc) contestant,

\_\_\_\_\_.

\*\*\* \_\_\_\_\_, please verify that your microphone is unmuted, your camera is on, and that you can see the Timer. If you would like to record your speech please do so now. When you are ready, please say "Ready."

*Introduce the International Contestants:*

**Contestant #, name, title, title, name**

<b>Contestant #</b>	<b>Na me</b>	<b>Speech Title (said twice)</b>
Contestant 1		
Contestant 2		
Contestant 3		
Contestant 4		
Contestant 5		

Contestant 6		
Contestant 7		

Could we please have one minute of silence for the judges to fill out their ballots?

*(After one minute)*

Do any of our judges need more time?

*(Give additional 30 seconds, if necessary, then wait until all judges have finished)*

*(REPEAT SIMILARLY FOR ALL CONTESTANTS)*

**Once all contestants have spoken:**

Could we please have one minute of silence for the judges to fill their ballots?

*(After one minute)*

Please remain silent while the judges finalize their ballots.

Judges, please finalize your scores and rank the contestants on the bottom portion of your ballot. On line judges, once digitally filled out and digitally signed, email, text, or email and text completed ballots to the Chief Judge and the ballot counters. In person judges when ballots are completed, please hand your ballot to the ballot counters. On line timers, please email, text or email and text your Timing Sheet to the Chief Judge. In person timers please hand your timing sheet to the Chief judge.

**Notes: Contest Master / Contest Toastmaster does not continue until they receive confirmation from the Chief Judge (nobody else) that all ballots have been received.**

*(Maintain silence until all ballots are collected and the Chief Judge / ballot counters have acknowledged receiving them all and have left the room..)*

*(Once the Chief Judge has notified the Contest Chair you may proceed to contestant interviews.)*

*(When the Chief Judge returns, proceed to awards and closing remarks)*

*(After all ballots are collected)*

Thank you. This concludes the International speech contest. We will announce the results later in the meeting.



## **Contestant Interviews**

### **Contest Master / Contest Toastmaster:**

Now that the contests are over, let's take some time to meet our contestants. Please join me in welcoming back all our contestants. *[Start applause]*

*[After each contestant is interviewed, share the image of their Certificate of Participation. Allow audience to applaud and move on to the next contestant.]*

Our first contestant was \_\_\_\_\_.

*[Depending on the level of the contest, it is customary to ask contestants their club name, club number, and time in Toastmasters.*

*Ask whatever other questions you wish, for one to two minutes. Refer to the contestant's Biographical Information Sheet.*

*Thank the contestant and share their participation certificate.]*

REPEAT FOR ALL SPEECH CONTESTANTS

### **[NOTES:**

- 4. Your interviews may run short if the Counters and Chief Judge are delayed, or if there is a protest.*
- 5. Your interviews may run long if contestants provide lengthy responses, or if the Counters and Chief Judge are very efficient.*
- 6. Plan for about 2 questions per contestant but be prepared to adjust and/or improvise on the fly.]*

## **Announcing the Results**

### **Contest Master / Contest Toastmaster:**

I'd now like to bring up the Chief Judge with the contest results, to help present the awards. *(Start applause. Ask Chief Judge privately about time disqualifications.)*

*If other district officers are present:*

I'd also like to welcome our district leaders, to help with award presentation:

*(Depending on who is present)*

- Area Director, \_\_\_\_\_,
- Division Director, \_\_\_\_\_,
- Club Growth Director, \_\_\_\_\_,
- Program Quality Director, \_\_\_\_\_,
- District Director, \_\_\_\_\_,

*Note: For a District-level contest, the Chief Judge does not assist with awards presentation. This is done by the District Trio (DG, PQD, CGD). If there are sufficient district leaders (two or more) at an area or division contest, the Chief Judge does not assist at these contests either.*

*(Start applause and wait for the district officers to make their way to the lectern.)*

Before the results are announced, congratulations go to all our contestants for competing!

*(Read the results as follows:*

2. *Announce the number of disqualifications if there are any.*
  - a. *Do not mention who was disqualified.*
5. *If there were less than 3 contestants, announce the second place (if applicable) and first-place winner.*
6. *If there were 3 or more contestants, announce the third-place winner, second-place winner, and the first-place winner. Allow time for photographs/screenshots.*
7. *Announce the second-place winner. Allow time for photographs/screenshots.*
8. *Announce the first-place winner. Allow time for photographs/screenshots.*

*(Zoom Master / Chief Judge share certificates as winners are announced)*

***READ THE RESULTS FROM THE RESULTS SHEET (OR WINNERS' CERTIFICATES) CAREFULLY AND IN THE ORDER THEY APPEAR.]***

## Closing Remarks

### **Contest Master / Contest Toastmaster:**

I would like to congratulate all the contestants for “stepping out of their comfort zones” and competing today.

Special thanks to all the judges, contest functionaries and other assistants, without whom this contest would not have been possible.

Finally, thank you very much to the members of \_\_\_\_\_ club, for hosting this contest.

*(Note that you should not single out or identify the judges in any way. If possible, the judges should remain entirely unknown.)*

Contest champions will next compete at the \_\_\_\_\_ contest, on \_\_\_\_\_ at (location) \_\_\_\_\_.

Remember that our District Conference is in Springfield, Massachusetts  
at (Facility) Sheraton Hotel  
on (Date) May 6, 2023

The District conference includes lots of fun and educational events, including the District-level speech contests where our Division Champions will compete.

*[Introduce any visiting leaders: Area Directors, Division Directors, District Trio, Past District Directors, or Governors.]*

*[Introduce the district officer(s) who will provide closing thoughts. Area Directors (at their Area contest) and Division Directors (at their Area and Division contests) should have about two minutes to address the audience. District Trio member should also have time to speak.]*

We will close with some remarks from our district officers.

*[For each officer speaking (in ascending order of office held)]*

Please welcome (name) \_\_\_\_\_, (office) \_\_\_\_\_

*[Each district officer passes control of the meeting back to the Contest Master / Contest Toastmaster. After the last speaker, close the event.]*

Thank you all again for coming to our contest!