

SPEECH CONTEST SCRIPTS

**Revision H
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
H	Revisions to re-incorporate all contests, correct errors, and reflect in-person contests – Beth Van Kempen, EC3, MS1	10/23

Notes:

- The Toastmasters 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 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)* _____
for the *(Dist/Div/Area)* _____
(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.
- 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.

Table Topics Contest Script

Contest Master / Contest Toastmaster:

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

1. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.
2. To encourage development of impromptu and/or extemporaneous speaking skills and to recognize the best as encouragement to all.

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 Table Topics Contest:

[Contest Master / Contest Toastmaster waits at the lectern for the Chief Judge to come forward.

They shake hands and the Contest Master / Contest Toastmaster sits down.]

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. Not presently be an International, District or Area officer, nor have declared the intent to run for elected offices outside of the club.
2. All contestants shall receive the same topic, which shall be of a general nature.
3. The topic shall be of reasonable length, shall not require a detailed knowledge and should lead to an opinion or conclusion.
4. Contestants may not use digital or other devices during the contest to gain an unfair advantage. Contestants, please turn off your devices if you have not already done so.
5. All contestants will be escorted out of the room by the Sergeant at Arms, and returned to the room one by one.
6. The topic is then read to each contestant, who shall speak on that topic.
7. The time of the Table Topics Speech is to be 1-2 minutes. Any speaker speaking less than 1:00 or more than 2:30 will be disqualified.
8. Timers must not consider fractions of a second. (A contestant is not qualified until their time reaches one (1) minute and is not disqualified until their time reaches two (2) minutes and 31 seconds.)
9. The timing lights/cards will be activated as follows *[ask the timekeepers to activate the lights/cards as you indicate timelines]*
 - Green Light/Card at 1:00 and remain displayed for 30 seconds,
 - Yellow Light/Card at 1:30, and remain displayed for 30 seconds,
 - Red Light/Card at 2:00

The Red Light/Card will remain displayed until the speaker has finished speaking. No notice shall be given should a speaker go over time.
10. Timing starts with the contestant's first definite verbal or non-verbal communication with the audience.
11. Contestants may stay in the room after they have spoken.
12. There will be one minute of silence between speakers so the judges may complete their forms.
13. Judges have been instructed **not** to consider time in their ranking of the speakers
14. All judges have been briefed and are qualified to judge this contest.
15. There is a secret tie breaker judge known only to the Chief Judge.
16. 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.
17. 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.

18. Protests are limited to eligibility, originality, and reference to another contestant's speech 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.
19. Once the results have been announced, all decisions are final.
20. Are there any questions?

Mr./Madame Contest Master / Contest Toastmaster, we are ready to begin.
*[Chief Judge waits at the lectern for the Contest Master / Contest Toastmaster to come forward.
 They shake hands and the Chief Judge returns to their seat.]*

Contest Master / Contest Toastmaster:

[Ask the Sergeant at Arms to escort all contestants (other than the first) to a separate location, from which they will be escorted back for their turn.]

Sergeant At Arms, please escort all contestants except the first speaker, to a secure location.

[Introduce the Table Topics Contestants: Contestant #, name, topic, topic, name]

[Announce the contestant number and name (start applause as contestant walks up to the front of the room)]

And now for...

Contestant #	Name
Contestant 1	
Contestant 2	
Contestant 3	
Contestant 4	
Contestant 5	
Contestant 6	
Contestant 7	
Contestant 8	

**Read Table Topics question twice. (Read it the same way for all contestants)
 Announce the contestant's name again.**

(Start the applause after fully announcing each contestant. Sit down between contestants.)

[After Table Topics speech, return to the lectern]

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. When you are done, please tear off the bottom portion of your completed ballots, sign them and print your name in the appropriate locations, and hold them up for the counters. 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 continue to another contest, nor start interviews, until you hear from Chief Judge.

[Maintain silence until all ballots are collected and the Chief Judge / ballot counters have acknowledged receiving them all. and if ballots will be counted now, have left the room.]

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

(At this point you can continue to Contestant Interviews or continue to another contest.)

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:

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 elected offices outside of the club.
2. All speeches are to be original, and quoted material so identified during the speech presentation.

3. Speakers may stay in the room. Should they choose to leave the room during the contest, the Sergeant at Arms will move contestants back in the room once their time to speak has arrived.
4. 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.
5. 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.)
6. The timing lights/cards will be activated as follows *[ask the timekeepers to activate the lights/cardboards as you indicate timelines]*:
 - Green Light/Card at 5:00 and remain displayed for one minute,
 - Yellow Light/Card at 6:00 and remain displayed for one minute
 - Red Light/Card at 7:00

The Red Light/Card 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, originality, and reference to another contestant's speech 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, please escort any contestants that requested to leave out of the main room to the lobby. They will be escorted back in when their time to speak arises.

[Introduce the International Contestants:]

Contestant #, name, speech title, speech title, name]

Contestant #	Name	Speech Title (said twice)
Contestant 1		
Contestant 2		
Contestant 3		
Contestant 4		
Contestant 5		
Contestant 6		
Contestant 7		
Contestant 8		

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. When you are done, please tear off the bottom portion of your completed ballots, sign them and print your name in the appropriate locations, and hold them up for the ballot counters. 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 continue to another contest, nor start interviews, until you hear from Chief Judge

[Maintain silence until all ballots are collected and the Chief Judge / ballot counters have acknowledged receiving them all and, if ballots will be counted now, have left the room.]

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

(At this point you can continue to Contestant Interviews or continue to another contest.)

Contestant Interviews

Contest Master / Contest Toastmaster:

(Note that interviews may be conducted after each contest type or, if more than one contest is being conducted at an event, interviews may be conducted after all contestants of all contest types have given their speeches)

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]*

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 present their participation certificate. Allow audience to applaud and move on to the next contestant.]

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.]*

[When the Chief Judge returns, proceed to Announcing the Results and Closing Remarks]

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 (DD, POD, 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*
2. **Announcing the results.**
 - a. *If there were less than 3 contestants, announce the second place (if applicable) and first-place winner.*
 - b. *If there were 3 or more contestants, announce the third-place winner, second-place winner, and the first-place winner.*
3. **Announce the third-place winner (if applicable) [Allow time for photographs.]**
4. **Announce the second-place winner (if applicable) [Allow time for photographs.]**
5. **Announce the first-place winner. [Allow time for photographs.]**

[Chief Judge (or District Leader) present certificates awards 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:

(Note – you can personalize the closing remarks to include a quote or otherwise congratulate the contestants in your own words)

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.)

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

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

Remember that our District Conference is in _____
at (Facility) _____
on (Date) _____

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(s) should also have time to speak. 2-3 minutes each.]

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!