

Contestant Briefing Script (Virtual)- Speech Evaluation Contest

1. Roll Call & Club/Area/Division Represented

- a. Use agenda to call roll of all contestants.
- b. Verify the Club, Area or Division that the contestant is representing.
- c. Confirm all clubs to which contestants belong.
- d. Collect via e-mail copies of Contestant Statement of Eligibility and Originality
- e. Collect either Contestant Bio or list of three interesting things for interview.
- f. Confirm proper name pronunciation (and Speech Title, for International & Humorous)

2. Instruct contestants on virtual contest protocol.

- a. Designated Speaking Area – remaining within view of camera/amplification.
 - b. Contestants should position themselves so that they are visible from at least the waist up.
 - c. Before you begin to speak, select the three dots in the upper right corner of the video of the TIMER using the timing signals and select “Pin Video” This will allow you to see the timing signals throughout your speech.
 - d. I will state your name, then repeat your name.
 - e. Present your speech evaluation within 2 to 3 minutes. To qualify, you must speak for at least 1 minutes 30 seconds and no longer than 3 minutes 30 seconds.
 - f. Timing signals will be given: Green at 2 minutes; yellow at 2 minutes 30 seconds; red at 3 minutes.
 - g. The red will remain on until you finish speaking. No overtime signals will be given.
3. Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.
4. **As a contestant, you have the right to protest a speech for a lack of originality. If you believe the evaluation is not significantly original (more than 25% is summarized, quoted, or attributed to another source). You must notify the Contest Master before the results are announced.**

5. General Contest Procedure

- a. The District 44 approved randomizer program will determine the speaking order. Enter the names of the contestants into the Randomizer and Hit “Randomize”. Show the contestants the speaking order by sharing your screen.
- b. Contestants will evaluate a 5 – 7-minute contest-style or Pathways project speech delivered by a Toastmaster who is kept anonymous to the contestants.
- c. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one sheet may be used.
- d. The test speaker's project nor any objectives that the speaker may have will be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
- e. At the conclusion of the test speech, all contestants will be sequestered in a break-out room. You will have 5 minutes to prepare your evaluation using the Evaluation Contestant Notes sheet.
- f. After 5 minutes have elapsed, no further preparation is allowed, and all contestants must turn their copy of the Evaluation Contestant Notes over until it is his or her turn to deliver the evaluation.
- g. Contestants must not use digital or other devices during the contest to gain an unfair advantage.

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- h. Contestants will be called back into the main room one at a time to deliver their evaluations.
 - i. Contest Master will introduce the contestant by name, repeat name, and turn the virtual stage over to the contestant.
 - j. Timing will begin with your first verbal or non-verbal communication with the audience. Ask if any of the contestants prefer an alternative (verbal) timing signal.
 - k. Conclude with “Mr./Madame Contest Master” or “Thank You” to indicate to the Timers that you are finished.
 - l. Immediately after speaking, turn off your video and mute your audio.
 - m. When the Chief Judge and Ballot Counters adjourn to determine the results, I will interview you, in speaking order.
 - n. Before announcing the winners, disqualifications for time will be announced if there were any. Names will not be mentioned.
- 6.** Ask the Contestants if they have reviewed the Judge’s Speech Criteria.
- 7.** Ask the Contestants if they understand the protests and disqualifications procedures.