

Contest Master Script – Virtual Speech Evaluation Contest

The **Contest Master** is the host of the event from beginning to end to ensure the contestants are in place and the audience knows what to do (or not to do).

- The arrow symbol marks Contest Master's speaking parts. *

** In addition to following this **Contest Script**, you must be familiar with the current **Contest Rule Book**, procedures governing **Protests, Disqualifications, and Errors in Announcement of Winners**.

The **Sergeant at Arms** will open with a greeting, the pledge, and mission statement(s).

The **Contest Chair** could have opening remarks (which should be planned prior to the contest.)

** Do not acknowledge past or present dignitaries individually in the beginning as they may be functionaries or contestants.

SAA/CC/CM will Review the contest rules with the audience:

- Stay muted during the entire contest. Do not use the chat while contestants are speaking.
- When your video is on, do not make distracting motions, move around, or talk to people around you. Turn the video off if you need to get up or do anything other than watch the contest.
- If you lose connection, you will stay in the waiting room until there is a break between speakers.
- To see the contestant best, pin the speaker from the top right corner of their box.
- Stay respectful to all other attendees and contestants during and between the contests.
- Sergeant at Arms has permission to remove any participant from the contest and not allow them back in if there is disregard for the rules.
- You may not photograph, screenshot, or video any portion of this contest without prior approval from the Contest Chair or Contest Master.

On with the contest!

Give a brief overview of the Speech Evaluation Contest: (in your own words)

- The **Contestants** will prepare their evaluations once the **Test Speaker** has concluded the Test Speech in a sequestered virtual room. Each contestant will be brought back into the main room, one at a time, to deliver their 2 – 3-minute evaluation. They will be judged on specific criteria in the categories of Analytical Quality, Recommendations, Technique, and Summation.

** Do not ask about functionaries or contestants being briefed.

Fun facts about the Speech Evaluation Contest:

This Contest starts at the Club level, then the Area, the Division, and concludes at the District Level. The only prerequisite to enter is to be a member in good standing within a club in good standing. Not all Districts hold the Evaluation Contest.

- **Announce the speaking order of the contestants.**

Review the following:

- I will introduce the Target Speaker to deliver a 5 – 7-minute prepared speech.
- The Sergeant at Arms will escort the Contestants to the virtual sequestered room for 5 minutes to prepare their evaluations.
- Each Contestant will be called back at their turn and perform a quick visual and sound check.
- The Contestant pin both timers to their screen and acknowledge when ready.
- The Contestant will be introduced: 'Name, Name' and the stage will be theirs to begin.

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Let us begin!

- Target Speaker, _____, please say, 'Hello Contest Master" for a sound check.
- Please pin the timers to your screen and acknowledge you can see them both.
- Say the Speaker's name, Speech Title, Speaker's name.
(Mute yourself.) Once the speaker has concluded, (unmute)

Request the SAA take the Contestants into a Breakout room for 5 minutes.

- Ask timers for five minutes once they have all left the main room.
- Begin interviewing the Target Speaker.
- Thank the Speaker for their participation at the end of the 5 minutes.

Instruct SAA to have the first Contestant enter.

- Contestant number 1, _____, please turn on your audio and video and say, 'Hello Contest Master."
- Please pin both timers to your screen and acknowledge you can see them both.
- Say the Contestant's name, Contestant's name.
(Mute yourself.) Once the speaker has concluded, (unmute)
- Instruct the contestant to turn off their audio and video.
- Ask timers for one minute and audience to remain silent while judges mark their ballots.
Repeat until all contestants have finished.
- Announce there will be a 5-minute (or whatever time was decided) recess before Contestant Interviews.

Begin Contestant Interviews, in their speaking order, once the Chief Judge signals all ballots have been collected.

**** If a Contestant is competing in 2 Contests during this time, only Interview him or her after both Contests have been completed. Simply acknowledge the contestant with the participation certificate in the order he/she competed and move to the next interview.**

- Ask Contestants where they are Zooming from, what club they are representing, and how long they have been a Toastmaster.
- Ask them to expand on an interesting point in their bio, or something interesting from their speech.
- Thank the Contestant for their participation while the tech master displays the certificate on the screen.

** If the Chief Judge has not returned at the conclusion of the Contestant Interviews, allow the Contest Chair or District Leaders a moment to make announcements.

Keep the contest moving without awkward silence or call for a recess if necessary.

- Acknowledge dignitaries who are present in proper order. (Past/Present/Rank)
- Announce any District (nominated and floor) Candidates who are present in order of rank.

When time to announce winners:

- Introduce the person who will announce the winners, if other than yourself.
- If you are announcing winners, first state if there were or were not time disqualifications.
If 3 or more contestants, start with 3rd place. If 2 contestants, start with 2nd.
Turn contest over to Contest Chair for closing remarks.

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Disclaimer Statement per Toastmasters International:

Announce the Online Speech Contest Statement or have a slide to make attendees aware:

[[By attending this remote **(Area, Division, or District) speech contest** you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.]]