

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

The **Second SAA/ Tech Master** will run the waiting room, breakout rooms, slides, monitor the audience for distracting audio and video distractions.

Open the contest!

Welcome the audience and ask for everyone to join you in the Pledge of Allegiance.

Once the American Flag is displayed, begin:

I pledge allegiance, to the flag, of the United States of America.
And to the Republic, for which it stands,
one Nation, under God, indivisible, with Liberty, and justice for all.

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.

Introduce the Contest Chair, unless previously decided SAA will review contest rules first.

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

- Stay muted during the entire contest. Do not use the chat during the contest.
- When your video is on, do not make distracting motions, move around, take phone calls, 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.

Tech Master Role:

Must be Host or Co-Host during the Contest.

- ✓ Ensure one Breakout Room is ready for the Chief Judge and Ballot Counters.
- ✓ Have a Breakout Room ready for the Evaluation Contestants and the SAA.
- ✓ Throughout the Contest, ensure guests in the waiting room do not enter the main room until there is a break between speakers.
- ✓ If a functionary loses connection, be prepared to let them back in immediately.
- ✓ Have the slides ready throughout the contest to display at the proper times discussed with the Contest Master and Contest Chair previously.
- ✓ Be ready to mute or turn off video from anyone who should not be heard or seen at that time.