

# **SPEECH CONTEST SCRIPTS**

Revision E

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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

## **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 Contest Event**

### **Sergeant at Arms:**

Call the meeting to order and introduce the Contest Master.

### **Contest Master:**

Welcome to all Toastmasters and guests to *(Location)* \_\_\_\_\_  
for the *(Club/Area/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.

And now 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.

## **Evaluation Contest Script**

### **Contest Master:**

We will now begin the Evaluation Contest. I would like to read the purpose of this contest, as defined by Toastmasters:

1. To encourage development of evaluation skills and to recognize the best as encouragement to all.
2. To provide an opportunity to learn by observing the more proficient evaluators 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 Evaluation Contest.

*[Contest Master waits at the lectern for the Chief Judge to come forward. They shake hands and the Contest Master 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 of the club, area, division or district in which he or she is competing.
  - b. Not presently be an International, District or Area officer, nor have declared the intent to run for such offices.
2. All contestants shall evaluate the same test speech, delivered by the Test Speaker. Neither the manual project nor any objectives that the Test Speaker may have made known to the contestants, any of the judges, or the audience.

3. Contestants are permitted and may choose to make preparatory notes during the test speech. If so, contestants must use the Evaluation Contestant Notes sheet. More than one sheet may be used.
4. Once the Test Speaker has delivered a 5-7 minute speech, all evaluation contestants will be escorted out of the room by the Sergeant at Arms and given 5 minutes to prepare for their evaluation.
5. After 5 minutes, the Sergeant at Arms will take all notes from the Evaluation contestants, which will be returned just prior to reentering the room.
6. 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.
7. The time of the evaluation is to be 2-3 minutes. Any speaker speaking less than 1:30 or more than 3:30 will be disqualified.
8. 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 2:00,  
Yellow Light/Card at 2:30,  
and Red Light/Card at 3:00

which will stay on until the speaker has finished speaking. No notice shall be given should a speaker go over time.

9. Timing starts with the contestant's first definite verbal or non-verbal communication with the audience.
10. Contestants may stay in the room after they have spoken.
11. There will be one minute of silence between speakers so the judges may complete their forms.
12. Judges have been instructed **not** to consider time in their ranking of the speakers.
13. All judges have been briefed and are qualified to judge this contest.
14. There is a secret tie breaker judge known only to the Chief Judge.
15. 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
16. 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.
17. Once the results have been announced, all decisions are final.
18. Are there any questions?

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

*[Chief Judge waits at the lectern for the Contest Master to come forward. They shake hands and the Chief Judge returns to their seat.]*

**Contest Master:**

*[Introduce the Test Speaker]*

Please welcome the Test Speaker for the Evaluation contest.

Test Speaker's Name \_\_\_\_\_

Speech Title \_\_\_\_\_

Repeat Speech Title \_\_\_\_\_

Repeat Test Speaker's Name \_\_\_\_\_

*[Give NO other details about the speaker or the speech, such as speaker's designation, manual project, etc.]*

*[Test Speaker delivers his or her speech]*

*(Upon conclusion of the speech)*

At this time, I will ask the Sergeant at Arms to escort all contestants out of the room. Contestants will have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheets. Timekeepers, please put 5 minutes on the clock.

*[Wait until the contestants have left the room]*

**Use this time to interview the Test Speaker.**

*(After 5 minutes have elapsed)*

**Introduce the Evaluation Contestants: Contestant #, Name , Name**

*[Start the applause after announcing each contestant. Shake each contestant's hand and sit down between contestants]*

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

*[After evaluation speech, shake contestant's hand and 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 hold up your timer sheet for collection.

*(After all ballots are collected)*

Thank you. This concludes the Evaluation Contest. We will announce the results later in the meeting.

## Humorous Speech Contest Script

### **Contest Master:**

We will now begin the Humorous Speech Contest. I would like to read the purpose of this 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.
3. To recognize the value of humor in speaking.

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 Humorous Speech Contest.

*[Contest Master waits at the lectern for the Chief Judge to come forward. They shake hands and the Contest Master 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 such offices.
2. All speeches are to be original, and quoted material so identified.
3. The speech must be thematic in nature (having an opening, body and closing) and must not be a monologue or series of one-liners.
4. Speakers may stay in the room. Should they choose to leave the room during the contest, the Sergeant at Arms will escort contestants back in the room once their time to speak has arrived.
5. The time of the Humorous Speech is to be 5-7 minutes. Any speaker speaking less than 4:30 or more than 7:30 will be disqualified.
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,  
Yellow Light/Card at 6:00,  
and Red Light/Card at 7:00  
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. There will be one minute of silence between speakers so the judges may complete their forms.
9. Judges have been instructed **not** to consider time in their ranking of the speakers
10. All judges have been briefed and are qualified to judge this contest.
11. There is a secret tie breaker judge known only to the Chief Judge.
12. 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.
13. 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.
14. Once the results have been announced, all decisions are final.
15. Are there any questions?

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

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

*They shake hands and the Chief Judge returns to their seat.]*

**Contest Master:**

*Introduce the Humorous Speech Contestants: **Contestant #, Name, Title, Title, Name***

*(Start the applause after announcing each contestant. Shake each contestant's hand and sit down between contestants)*

<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		

*(After speech, shake contestant's hand and 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 hold up your timer sheet for collection.

*(After all ballots are collected)*

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

## **Table Topics Contest Script**

### **Contest Master:**

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 waits at the lectern for the Chief Judge to come forward. They shake hands and the Contest Master 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 such offices.
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. 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 1:00,  
Yellow Light/Card at 1:30,  
and Red Light/Card at 2:00  
which will stay on until the speaker has finished speaking. No notice shall be given should a speaker go over time.
9. Timing starts with the contestant's first definite verbal or non-verbal communication with the audience.
10. Contestants may stay in the room after they have spoken.
11. There will be one minute of silence between speakers so the judges may complete their forms.
12. Judges have been instructed **not** to consider time in their ranking of the speakers
13. All judges have been briefed and are qualified to judge this contest.
14. There is a secret tie breaker judge known only to the Chief Judge.
15. 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.
16. 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.
17. Once the results have been announced, all decisions are final.
18. Are there any questions?

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

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

*They shake hands and the Chief Judge returns to their seat.]*

**Contest Master:**

*[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):*

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

**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. Shake each contestant's hand and sit down between contestants.)**

*(After Table Topics speech, shake contestant's hand and 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 hold up your timer sheet for collection.

*(After all ballots are collected)*

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

## **Tall Tales Contest Script**

### **Contest Master:**

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

1. To provide an opportunity for speakers to improve their speaking abilities.
2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their toastmasters training.
3. To provide participants with the opportunity to create an original, highly improbable, humorous tale.

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 Tales Speech Contest:

*[Contest Master waits at the lectern for the Chief Judge to come forward. They shake hands and the Contest Master 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 such offices.
2. All speeches are to be original, and quoted material so identified.
3. The speech must be of a highly exaggerated, improbable nature and have a theme or plot. Humor and props may be used to support or illustrate the speech.
4. Speakers may stay in the room. Should they choose to leave the room during the contest, the Sergeant at Arms will escort contestants back in the room once their time to speak has arrived.
5. The time of the Tall Tales Speech is to be 3-5 minutes. Any speaker speaking less than 2:30 or more than 5:30 will be disqualified.
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 3:00,  
Yellow Light/Card at 4:00,  
and Red Light/Card at 5:00

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. There will be one minute of silence between speakers so the judges may complete their forms.
9. Judges have been instructed **not** to consider time in their ranking of the speakers
10. All judges have been briefed and are qualified to judge this contest.
11. There is a secret tie breaker judge known only to the Chief Judge.
12. 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.
13. 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.
14. Once the results have been announced, all decisions are final
15. Are there any questions?

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

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

*They shake hands and the Chief Judge returns to their seat.]*

**Contest Master:**

Introduce the Tall Tales Speech Contestants: **Contestant #, Name, Title, Title, Name**  
(Start the applause after announcing each contestant. Shake each contestant's hand and sit down between contestants)

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

(After speech, shake contestant's hand and 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 hold up your timer sheet for collection.

(After all ballots are collected)

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

## **International Speech Contest Script**

### **Contest Master:**

We will now begin the International Speech Contest. I would like to read the purpose of this 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]:*

Contestant Order	Name
1	
2	
3	
4	
5	
6	
7	
8	

### **\*\*\*[For the District Contest ONLY]\*\*\***

All International Speeches will be recorded and the winning speech will be submitted to World Headquarters for judging at the region quarterfinal level.

**Commented [JC1]:** This should only be announced at the district conference, no? CORRECT

### **\*\*\*[For Club/Area/Division Contests only]\*\*\***

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

*[Contest Master waits at the lectern for the Chief Judge to come forward.  
They shake hands and the Contest Master 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. Have completed a minimum of 6 (six) speeches from the Competent Communication manual prior to this contest or have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
  - 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 Sergeant at Arms will escort 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. 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,  
Yellow Light/Card at 6:00,  
and Red Light/Card at 7:00

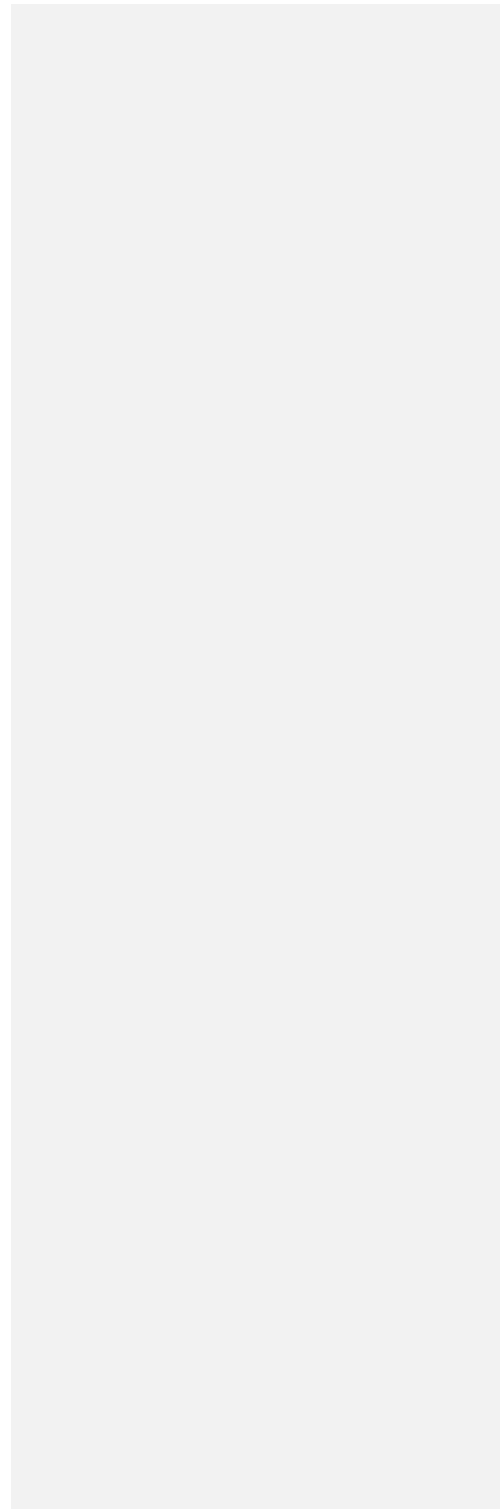
which will stay on until the speaker has finished speaking. No notice shall be given should a speaker go over time.

6. Timing starts with the contestant's first definite verbal or non-verbal communication with the audience.
7. There will be one minute of silence between speakers so the judges may complete their forms.
8. Judges have been instructed **not** to consider time in their ranking of the speakers
9. All judges have been briefed and are qualified to judge this contest.
10. There is a secret tie breaker judge known only to the Chief Judge.
11. 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.
12. 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.
13. Once the results have been announced, all decisions are final.
14. Are there any questions?

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

*[Chief Judge waits at the lectern for the Contest Master to come forward.]*

*They shake hands and the Chief Judge returns to their seat.]*



**Contest Master:**

Introduce the International Speech Contestants:

**Contestant #, Name, Title, Title, Name**

*(Start the applause after announcing each contestant. Shake each contestant's hand and sit down between contestants)*

<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		
Contestant 8		

*(After speech, shake contestant's hand and 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 hold up your timer sheet for collection.

*(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:**

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

*[Have the contestants line up in the order in which they spoke, with the first contestant closest to you. After each contestant is interviewed, present their Certificate of Participation, shake their hand and instruct them to rotate to the end of the line. This moves the next contestant next to you for their interview.]*

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 to them.]*

**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:**

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 of our contestants for competing!

*(Read the results as follows:*

1. *Announce if there were any disqualifications due to time.*
  - a. *Do not mention who was disqualified, only if disqualifications occurred*
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.*
3. *Announce the second-place winner. Allow time for photographs.*
4. *Announce the first-place winner. Allow time for photographs.*

*The Chief Judge, along with the other district officers present hands out the awards. All shake hands with the winners and congratulate them.*

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

**Commented [JC3]:** Tidied this up a bit / made it consistent with rulebook verbiage.

**Closing Remarks**

**Contest Master:**

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 at all 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 (Town) \_\_\_\_\_ 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 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. After the last speaker, close the event.]*

Thank you all again for coming to our contest!