# San Diego Toastmasters 7

## District and International Speech Contest Choreographed Agenda

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September 28, 2017

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| --- | --- |
| Toastmaster: |  |
| Chief Judge: |  |
| Contest Chair: |  |
| Registrar: |  |
| Sergeant At Arms: |  |
| Opportunity Drawing Chair: |  |

# PREPARATION

### Prior to Contest date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The Chief Judge: |  | and Toastmaster: |  | do the following: |

1. Recruit Tiebreaking Judge
2. Obtain 3 Judges, 2 Counters, 2 Timers
3. Chief Judge prints (Note: These are only examples. Be sure to check with Toastmasters.org for any additional materials.)
	1. Judge Ballots
	2. Tiebreak Judge Ballots
	3. Time Record sheets
	4. Counter Tally sheets
	5. Certificates of Participation (for contest participants and functionaries)
	6. District Contest and International Speech Second and First Place Certificates
	(4 papers total)
4. Chief Judge creates **Folders** marked:
	1. Folder #1 marked “Order of Speakers: District Contest (Tall Tales/Evaluation/Humorous/Table Topics) - Eligibility
	2. Folder #2 marked “Order of Speakers: International - Eligibility
	3. Folder #3 marked “Halftime Interview: Profile Sheets”
	4. Folder #4 marked “End-of-Contest Interviews: Profile Sheets”

### On Contest Day:

|  |  |  |
| --- | --- | --- |
| The Sergeant At Arms: |  | performs Contest Setup: |

1. Registrar Table at venue entrance w/chairs
2. Speaker’s Prop Table (1) in Contest Area
3. Speaker’s Table with Lectern on it
4. Opportunity gift tables (2) in Contest Area
5. Food tables (3) in Contest Area

### 6:00 P.M.

Registrar and Opportunity Master conduct registration of Contestants by assisting them with:

* Speaker’s Certifications of Eligibility (each contestant completes separate form for each contest District Contest / International that he participates in on Contest day)
* Speech Contestant Profile Sheets (each contestant completes only one of these forms)

**Registrar and Opportunity Master** sell Opportunity Tickets, explains that Opportunity Drawing is for Club fundraising purposes.

### Immediately prior to Contestant Briefing:

**Contest Chair**

* Signs Certificates of Participation for all Contestants, returns them to Chief Judge, who distributes them to Folder #3 and Folder #4

**Chief Judge**

* Collects Speaker’s Certifications of Eligibility from Registrar
* Collects Speech Contestant Profile sheets from Registrar
* Ensures that the two sets of documents above are legible and complete
* Gives Tiebreaking Judge Ballots to Tiebreaking Judge
* Separates the Speech Contestant Profile Sheets by District Contest and International
* Separates the Speaker’s Certifications of Eligibility by District Contest and International
* Determines the Order of Speakers for District Contest
	+ Writes the speaking order (1, 2, 3, etc.) onto the Speaker’s Certifications of Eligibility for District Contest
	+ Places Speaker’s Certifications of Eligibility for District Contest into Folder #1 marked “Order of Speakers: District Contest - Eligibility
* Determines the Order of Speakers for International
	+ Writes the speaking order (1, 2, 3, etc.) onto the Speaker’s Certifications of
* Eligibility for International
	+ Places Speaker’s Certifications of Eligibility for International into Folder #2 marked “Order of Speakers - International - Eligibility
* Prepares Interview Folders for both Halftime and End-of-Contest interviews
	+ Puts Speech Contestant Profile for speakers in ONLY the District Contest contest into:
		- Folder #3 marked “Halftime Interviews - Profile Sheets”
* Puts Speech Contestant Profiles for speakers who are in
	+ BOTH the Humorous and International Contests
* AND
	+ ONLY the International contest into:
		- Folder #4 marked “End-of-Contest Interviews - Profile Sheets”
* Delivers Folders #1, #2, #3, and #4 to Toastmaster

**Toastmaster:**

Briefs all Contestants

* Explains rules, timing, speaking area, protest procedure speakers in order)
* Marks speaking order onto Contest Program, delivers to Chief Judge

Chief Judge briefs Judges, Counter, and Timer

Chief Judge distributes...

to Each Judge:

* Humorous Speech Contest Ballot
* International Speech Contest Ballot
* 2 Ballot Envelopes: (one marked District Contest, other marked International)

to Timer:

* Time Record Sheets (one District Contest, one marked International)

### 6:15 P.M. CONTESTANT REGISTRATION CLOSED

Sergeant At Arms

* Restores order from chaos in a forceful manner
* Asks all Contestants, Functionaries, and Attendees to be seated
* Asks Judges to be seated apart from one another for the duration of both contests
* Welcomes all in attendance
* Leads Pledge of Allegiance
* Introduces the Toastmaster

### Toastmaster initiates District Speech Contest

1. Toastmaster sets the tone
2. Toastmaster announces:
	1. “This is how the [District] Speech contest works:
		1. **One at a time, I will call the contestants up to deliver their speeches.** In between speeches, I will ask the audience to **remain silent for 1 minute** so that the Judges can mark their ballots.
		2. **Contestants have 5-7 minutes per response**, plus or minus 30-second grace period.
	2. “Contestants, timers, ballot counters, and Sergeant At Arms **have all been briefed** prior to the beginning of this contest.”
	3. “Please **do not enter or leave the room** during the contestant’s presentations; you may do so if time permits during the minute of silence between presentations.”
	4. “Please **do not take pictures** while the contestants are speaking. And please turn off your phones.”
3. Toastmaster introduces the Chief Judge (who remains standing to the side)

**Chief Judge:**

1. Announces order of Humorous Speech contestants while all Judges note this order on their Ballots.
2. Reminds all Humorous Speech Contestants:
	1. “Green light at 5 minutes, Yellow light at 6 minutes and 30 seconds, Red light at 7 minutes.
	2. “Responses whose lengths are less than 4 minutes 30 seconds or more than 7 minutes, 30 seconds will be disqualified by time”
3. Announces: “Everyone present has been briefed, so – LET THE [District Contest] SPEECH CONTEST BEGIN!”

**Toastmaster:**

1. Locates Folder marked Folder #1 marked “Order of Speakers - District Contest -Eligibility
2. Uses Speaker’s Certifications of Eligibility Sheets inside Folder #1 to call up speakers in order one by one
3. Asks District Contest Speech Contestant #1 to approach the lectern.
	1. Shakes Contestant’s hand
	2. Announces:
		1. The Contestant ’s name
		2. The Speech title
		3. The Speech title (again)
		4. And the Contestant ’s name (again)

**Humorous Speech Speaker #1** delivers response, then takes seat alongside audience

**Toastmaster:**

1. Announces that Judges have 1 minute of silence to mark their District Contest Speech Contest ballots

**Toastmaster:**

1. Asks “next contestant” (District Contest Speech Contestant #2) to approach the lectern.
2. Shakes Contestant’s hand
3. Announces:
	1. The Contestant ’s name
	2. The Contestant ’s name
	3. The Speech title
	4. The Speech title (again)
	5. And the Contestant ’s name (again)

**District Contest Speech Speaker #2** delivers response, then takes seat alongside audience

**Toastmaster:**

1. Announces that Judges have 1 minute of silence to mark their District Contest Speech Contest ballots

This continues until all contestants are exhausted. Then:

### Ballot Collection

Toastmaster asks Judges to:

1. Sign District Contest Speech Contest Judge’s ballots
2. Place bottom portion of ballots into envelope marked “District Contest Speech”
3. Raise District Contest Speech Contest envelopes high above their heads

**Counters collect** District Speech Contest envelopes

**Chief Judge collects** Time Record Sheet (marked District Speech Contest) from Timer

**Counters and Chief Judge adjourn** to adjacent room to do paperwork:

1. Counters transpose information from District Contest Speech Contest Judge’s Ballots onto Counter’s Tally Sheet marked “District Contest Speech”, gives it to Chief Judge
2. Chief Judge inspects Time Record Sheet, strikes contestant names from Counter’s Tally Sheet if disqualified by time
3. Chief Judge writes names of second and first place winners on corresponding District Contest Speech Awards certificates, gives them to Contest Chair
4. Chief Judge collects District Speech Contest Judge’s Ballots to dispose of after contest

### Contest Interviews

**Toastmaster**

1. Asks all Contestants *WHO ARE NOT ALSO IN THE INTERNATIONAL CONTEST* to advance to the front of the room and stand to the Toastmaster’s left for Contestant Interviews.
2. Toastmaster interviews each Contestant (using the Speech Contestant Profiles) from the Folder #3 marked “Halftime Interview - Profile Sheets”
3. Presents each a Certificate of Participation (placed into Folder #3 by Chief Judge earlier), asks them to be seated.
4. Toastmaster introduces Opportunity Master (name goes here), who informs audience “only 10 minutes remain to buy Opportunity Tickets”
5. **Announces 10-minute Break**

### 10 Minute Break

**Opportunity Master staples winning Opportunity Ticket** onto front of bags to indicate winner

**Sergeant At Arms:**

1. Restores order from chaos in a forceful manner
2. Asks all Contestants, Functionaries, and Attendees to be seated
3. Asks Judges to be seated apart from one another for the duration of both contests
4. Welcomes back all in attendance
5. Reintroduces the Toastmaster

### Toastmaster initiates International Speech Contest

**Toastmaster announces:**

1. “This is how the International Speech contest works:
	1. One at a time, I will call the contestants up to deliver their speeches. In between speeches, I will ask the audience to remain silent for one minute so that the Judges can mark their ballots.
	2. “Each contestant has 5-7 minutes per response, plus or minus 30-second grace period.
	3. “Contestants, timers, ballot counters, and sergeant at arms have all been briefed prior to the beginning of this contest.”
	4. “Please do not enter or leave the room during the contestant’s presentations; you may do so if time permits during the minute of silence between presentations.”
	5. “Please do not take pictures while the contestants are speaking. And please turn off your phones.”
2. Toastmaster introduces the Chief Judge (who remains standing to the side)

**Chief Judge:**

1. Announces order of International Speech contestants while all Judges note this order on their Ballots.
2. Reminds all International Speech Contestants: “Green light at 5 minutes, Yellow light at 6 minutes and 30 seconds, Red light at 7 minutes. Responses whose lengths are less than 4 minutes 30 seconds or more than 7 minutes, 30 seconds will be disqualified by time”
3. Announces: “Everyone present has been briefed, so – LET THE INTERNATIONAL SPEECH CONTEST BEGIN!”

**Toastmaster:**

1. Locates folder marked “Speaker Eligibility / Order of Speakers
2. Locates Folder #2 marked “Order of Speakers: International - Eligibility”
3. Uses Speaker’s Certifications of Eligibility from inside Folder #2 to call up speakers in order one by one
4. Asks International Speech Contestant #1 to approach the lectern.
5. Shakes Contestant’s hand
	1. Announces:
		1. The Contestant ’s name
		2. The Speech title
		3. The Speech title (again)
		4. And the Contestant ’s name (again)

**International Speech Speaker #1 delivers response,** then takes seat alongside audience

1. Toastmaster announces that Judges have 1 minute of silence to mark their International Speech Contest ballots

Toastmaster

1. Asks “next contestant” (International Speech Contestant #2) to approach the lectern.
2. Shakes Contestant’s hand
	1. Announces:
		1. The Contestant ’s name
		2. The Speech title
		3. The Speech title (again)
		4. And the Contestant ’s name (again)

**International Speech Speaker #2 delivers response,** then takes seat alongside audience

1. Toastmaster announces that Judges have 1 minute of silence to mark their International Speech Contest ballots

This cycle repeats until all contestants are exhausted. Then:

### Ballot Collection

1. **Toastmaster asks Judges to**
	1. Sign International Speech Contest Judge’s ballots
		1. Place bottom portion of ballots into envelope marked “International Speech”
		2. Raise International Speech Contest envelopes high above their heads
2. Counters collect International Speech Contest envelopes
3. Chief Judge collects Time Record Sheet (marked International Speech Contest) from Timer
4. Counters and Chief Judge adjourn to adjacent room to do paperwork:
	1. Counters transpose information from International Speech Contest Judge’s Ballots onto Counter’s Tally Sheet marked “International Speech”, gives it to Chief Judge
	2. Chief Judge inspects Time Record Sheet, strikes contestant names from Counter’s Tally Sheet if disqualified by time
	3. Chief Judge writes names of second and first place winners on corresponding International Speech Awards certificates, gives them to Contest Chair
	4. Chief Judge collects ALL Speech Contest Judge’s Ballots to dispose of after contest
	5. Chief Judge, under the observation of the Counter, completes:
		1. Results Form marked District
		2. Results Form marked International

### Contest Interviews

1. **Toastmaster:**
	1. Asks all Contestants WHO HAVE NOT BEEN INTERVIEWED TODAY PRIOR TO THIS MOMENT to advance to the front of the room and stand to the Toastmaster’s left for Contestant Interviews
	2. Interviews each Contestant (using the Speech Contestant Profiles) Folder #4 marked “End of Contest Interviews: Profile Sheets”
	3. Presents each Contestant Certificate of Participation (placed into Folder #4 by Chief Judge earlier), asks them to be seated.
	4. Thanks Guests, Members, BIG THANKS to All Contestants Today
	5. Introduces Chief Judge. *Toastmaster stands by for pictures during Awards presentations to Contestants.*
2. **Chief Judge**
	1. Asks Counters, Timers to stand, thanks them,
	2. Asks Judges to remain seated, thanks them.
	3. Introduces Contest Chair
3. **Contest Chair:**
	1. Announces that Opportunity Drawing prizes can be claimed after the Contest by matching the Opportunity Ticket on the bag with the Opportunity Tickets the buyer is holding.
	2. Thanks the following persons:
		1. Chief Judge
		2. Sergeant At Arms
		3. Opportunity Drawing Chair
		4. Registrar
		5. Food Chair
		6. BIG THANKS to Toastmaster
	3. Announces that Contest winners will advance to Area Contest:
		1. At [insert location] [insert date and time]
	4. Announces that Second Place Contestants will substitute for Winners at Area Contest if Winner is not available
	5. Announces whether any contestants (if and how many, NOT who) in the District Speech Contest were disqualified by time
	6. Announces whether any contestants (if and how many, NOT who) in the International Speech Contest were disqualified by time
	7. Notifies all that once announced, the Contest Results are final
	8. Using Results Form marked District Contest:
		1. Presents Second Place and First Place Awards for District Contest

*(Pause for pictures with Toastmaster after each presentation)*

* 1. Using Results Form marked International:
		1. Presents Second Place and First Place Awards for International

*(Pause for pictures with Toastmaster after each presentation)*

* 1. Says “This Contest is ended, thank you to everyone!”
1. **Chief Judge**
	1. Completes Notification of Contest Winner Form 1182 (one for each contest, i.e. District Contest, International)
		1. Then sends it onto the Contest Chair at next level of competition (Area Director can handle this)
	2. Sends Speaker’s Certifications of Eligibility to Club Secretary for archives
	3. Collects
		1. Speech Contestant Profiles
		2. Speaker’s Certifications of Eligibility
		3. Judge Eligibility
		4. Asks Club Secretary to retain them
	4. Collects
		1. Counter Tally Sheets
		2. Time Record sheets
		3. Shreds all
	5. Collects
		1. Results Form marked District Speech Contest
		2. Results Form marked International Speech Contest
		3. Gives them to the Area Director