division Online international Speech Contest Script

# Script Instructions

Welcome to the Division Online International Speech Contest script.

Please review the script. Make modifications to this script so that it works for you and your event.

Additionally, **it is highly recommended to print this script, punch holes and put in a three-ring binder** **or have it viewable on your screen when facing the webcam. This will allow you to keep your place more easily than with loose sheets.**

Please join the Zoom link no less than one hour before your contest begins. This will allow you time to get organized before the Contestant Briefing begins, where you will need information to complete this script.

**Be sure to get the contestant profiles from the Contest Chair prior to the start of the contest.**

When using this script, do not read aloud the “Action” or “Parenthetical” portions that are highlighted in gray. These are just comments to help you in your role(s).

# Division ONLINE

# international SPeech Contest

Contest Chair opens the Division Online International Speech Contest

CONTEST CHAIR

Welcome to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division Online International Speech Contest! I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, your Contest Chair. Thank you everyone for joining us today!

Contest Chair Optional, deliver a few quick comments

CONTEST CHAIR

Please join me in welcoming Chris Nielson, our ZOOM HOST Who will review the Online Etiquette for today’s contest

*You will be required to mute your line and will be asked to turn off your video during portions of the contest.*

***PLEASE NOTE:*** *By attending this online event constitutes implied consent for your image in the form of video, recorded video and still photography to be captured. Such images may be used in the promotion of District 5 Toastmasters, including on the District 5 website, marketing materials, publications and District 5 social media.*

When **ZOOM Host** is done return control of meeting back to the Contest Chair

CONTEST CHAIR

Please help me welcome our \_\_\_\_\_\_\_\_\_\_\_\_ Division Director, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Director

**DIVISION DIRECTOR**, Optional, deliver a few quick comments

Division Director introduces Toastmaster\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transfer contest control from Division Director to Toastmaster. Division Director mutes or refrains from making unnecessary noise.

Toastmaster

Madam Division Director thank you.

Toastmaster

Hello everyone!

Give welcome and short opening remarks

Pause

We will be using the Silent Applause today.



Give example of Silent applause 🡪 🡪

Before we start the contest, let’s give a big silent applause for any dignitaries that may be in attendance today.

Lead Silent applause

Toastmaster

Chief Judge, are we ready to begin?

Do not proceed with the contest until the Chief Judge responds in the affirmative.

Toastmaster

Contestants, judges, timers and ballot counters have all been briefed prior to the beginning of this contest. Everyone is aware of the Toastmasters International rules that govern this contest.

Let the contest begin!

Lead Silent applause

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division International Speech **contestants,** please indicate you are present by using the *raise your hand* function in Zoom. This can be found under Participants or Reactions.

Pause until you see that all **contestants** have raised their hand. There should be 4 contestants

Toastmaster

Thank you, contestants. Please remove your raised hand indicator.

The speaking order for the International Speech Contest is:

Contestant Number One: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant Number Two: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant Number Three: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant Number Four: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant Number Five: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

There will be one minute of silence before the first contestant and between each contestant.

Timer, when I advise you to do so, please signal me with the Green card when one minute is up.

After all contestants have spoken, the judges will be given all the time they need to complete their ballots.

Timer, please time one minute of silence now.

**1st contestant unmutes**, if muted. Wait for one minute of silence signal from Timer before announcing first contestant.

Toastmaster

Contestant Number One, please acknowledge you are unmuted by saying “Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(First Contestant Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Speech Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Speech Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Contestant Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Silent applause. Toastmaster mutes or refrains from making unnecessary noise.

**Contestant** delivers speech.

Toastmaster

May we have one minute of silence while the judges mark their ballots.

Wait for one minute of silence before announcing next contestant. Next contestant unmutes line, if muted. When the Timers show a Green card, proceed.

Toastmaster

Contestant Number Two, please acknowledge you are unmuted saying “Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(Second Contestant Name)

(Speech Title)

(Speech Title)

(Contestant Name)

Lead Silent applause. Toastmaster mutes or refrains from making unnecessary noise.

Contestant delivers speech.

Toastmaster

May we have one minute of silence while the judges mark their ballots.

Wait for one minute of silence before announcing next contestant. Next contestant unmutes line if muted. When the Timers show a Green card, proceed.

Toastmaster

Contestant Number Three, please acknowledge you are unmuted by saying “Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(Third Contestant Name)

(Speech Title)

(Speech Title)

(Contestant Name)

Lead Silent applause. Toastmaster mutes or refrains from making unnecessary noise.

Contestant delivers speech.

Toastmaster

May we have one minute of silence while the judges mark their ballots.

Wait for one minute of silence before announcing next contestant. Next contestant unmutes line if muted. When the Timers show a Green card, proceed.

Toastmaster

Contestant Number Four, please acknowledge you are unmuted by saying “Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(Fourth Contestant Name)

(Speech Title)

(Speech Title)

(Contestant Name)

Lead Silent applause. Toastmaster mutes or refrains from making unnecessary noise.

Contestant delivers speech.

Toastmaster

May we have one minute of silence while the judges mark their ballots.

Wait for one minute of silence before announcing next contestant. Next contestant unmutes line if muted. When the Timers show a Green card, proceed.

Toastmaster

Contestant Number Five, please acknowledge you are unmuted by saying “Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(Five Contestant Name)

(Speech Title)

(Speech Title)

(Contestant Name)

Lead Silent applause. Toastmaster mutes or refrains from making unnecessary noise.

Contestant delivers speech.

Toastmaster

Everyone, will remain on mute while the judges complete their ballots and the ballots have been received by the Chief Judge. Ballot Counters, please join the breakout room and wait for the Chief Judge to join.

**ZOOM HOST** move ballot counters to breakout room. Timer email Chief Judge timer report.

Chief judge

Thank you, Toastmaster. All of the ballots have been received.

**ZOOM HOST** move Chief Judge breakout room with ballot counters to tabulate results.

Toastmaster

Thank you! Let’s get to know our contestants. Contestants, I will interview you in the order in which you spoke.

A Certificate of Participation will be provided to all contestants at a later time.

First contestant unmutes, if muted. Ask each contestant the following three questions. Wait for their answer before asking the next question.

Toastmaster

(First Contestant Name) ,
how long have you been in Toastmasters?

Pause for answer.

What club are you representing?

Pause for answer.

Ask question(s) based on profile.

Pause for answer.

**Ask each contestant question(s) using profile form for material. Keep interview brief.**

(First Contestant Name) ,
Thank you. Please accept our appreciation for your participation today.

Repeat this process for each contestant.

After all contestants have been interviewed, say the following.

Toastmaster

Thank you contestants!

Lead Silent applause. Pause

Toastmaster

**Toastmaster** you will need to fill the time until you have confirmation that the Chief Judge is back in the room.

Time fillers:

1) ask for any district updates from District Director, PQD and CGD

2) announce upcoming division contests 04/25 Western & Northern, 05/09 Southern, 05/09 Eastern

Once you have been notified that Chief Judge is back in the room introduce Division Director.

Pause

Contest Toastmaster

Please help me welcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division Director, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Silent applause

Division DIRECTOR

Recognize the following

A contest cannot be held without the hard work of many individuals. I want to thank the following:

Contest Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Toastmaster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Judge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ZOOM Host: Chris Nielson

And the district contest team: Jonathan Deane, CJ Frey, Joyce Persichilli and Eileen Hope

Lead Silent applause

I would also like to thank our judges, who are kept anonymous, as well as the ballot counters, timers and anyone else who assisted in making this contest successful. Thank you!

Lead Silent applause

DIVISION DIRECTOR

*Are there any other announcements before I give the results? No other announcements will be allowed after the contest results are given.*

It is time to announce the winner of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division International Speech Contest.

Everyone can unmute or you can ask ZOOM Host to unmute everyone.

Let audience know they can turn on their video now

Read the Results provided by the Chief Judge

3rd place is .

**ZOOM HOST** can unmute everyone. Announce the Third-Place. Pause for screenshot of 3rd Place Speaker. Keep remaining results concealed.

2nd place is .

Announce the Second-Place. Pause for screenshot of 2nd Place Speaker. Keep remaining results concealed.

1st place winner representing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division at the District Online International Speech Contest on May 16th is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Announce the winner of the International Speech Contest as provided in chat. IMMEDIATELY after screenshot of the winner, thank everyone for coming and say the following:

Division Director

This Online International Speech Contest is adjourned!

Lead Silent applause.

THE END.