# Area/Division Contest Guideline: HYBRID SPEECH CONTEST SCRIPT Feel free to make changes as needed

This script should be provided to the Toastmaster, ZOOM Host & Co-host,

Contest Chair and Chief Judge

ZOOM HOST (insert name) Reads disclaimer and introduces Contest Chair (insert name)

*By attending this hybrid contest , you agree to the privacy policy of Toastmasters International and the remote hosting service. Some of your personal information, such as name, image, and any shared messages may be used by District 5 and Toastmasters International.*

*We remind you to please keep your microphone on mute and video off during the contests . By doing this there will be no distractions and this helps with the internet connectivity. If you get disconnected and sign back in you will be placed in the waiting room and will be let back in at the appropriate time by the ZOOM Host or Co-host.*

Please help me welcome insert name, Contest Chair

*Contest Chair intro Toastmaster*

Welcome to Area \_\_\_\_\_ Hybrid International Speech Contests! Thank you everyone for joining us this morning/afternoon.

I will begin with an overview of the Hybrid International Speech Contest.

Online speakers, your video must capture facial expressions and gestures, and voice must be clearly captured by the microphone.

**OPTIONAL** - Because this is a hybrid contest we will be using two sets of timers. On set online and the other set will be in person.

Our Toastmaster for our contest is *insert name*. Please help me welcome insert name of toastmaster.

Toastmaster

*Toastmaster gives short opening remarks*

Pause

# International Speech Contest

Toastmaster

*Toastmaster states the following*

Pause

TOASTMASTER

The Chief Judge has informed me that the contestants, judges, timers and ballot counters have all been briefed prior to the beginning of this contest**.** I would like to remind all audience members to please turn your off your video and make sure you are muted.

For the International Speech Contest each contestant selects their own speech topic and will prepare a 5-7 minute speech. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive.

Let the International Speech contest begin!

International Speech **contestants,** please indicate you are present when I call your name.

Contestant 1: insert name

Contestant 2: insert name

Contestant 3: insert name

Contestant 4: insert name

Contestant 5: insert name

Toastmaster

Thank you, contestants.

The speaking order for the International Speech Contest is:

Contestant 1: insert name

Contestant 2: insert name

Contestant 3: insert name

Contestant 4: insert name

Contestant 5: insert name

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 screen 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. Toastmaster wait for one minute of silence signal from Timer before announcing first contestant.

Toastmaster

Contestant Number One, please acknowledge that you see the timer and you are unmuted by saying “Mr/Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(insert contestant name)

(insert title of speech)

(insert title of speech)

(insert contestant name)

Toastmaster MUTES

**Contestant** delivers speech.

Toastmaster waits 5-8 secs after contestant concludes speech.

Toastmaster

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

**2nd contestant unmutes**, if muted. Toastmaster wait for one minute of silence signal from Timer before announcing next contestant.

Toastmaster

Contestant Number Two, please acknowledge that you see the timer and you are unmuted by saying “Mr/Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(insert contestant name)

(insert title of speech)

(insert title of speech)

(insert contestant name)

Toastmaster MUTES

**Contestant** delivers speech.

Toastmaster waits 5-8 secs after contestant concludes speech.

Toastmaster

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

**3rd contestant unmutes**, if muted. Toastmaster wait for one minute of silence signal from Timer before announcing next contestant.

Toastmaster

Contestant Number Three, please acknowledge that you see the timer and you are unmuted by saying “Mr/Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(insert contestant name)

(insert title of speech)

(insert title of speech)

(insert contestant name)

Toastmaster MUTES

**Contestant** delivers speech.

Toastmaster waits 5-8 secs after contestant concludes speech.

Toastmaster

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

**4th contestant unmutes**, if muted. Toastmaster wait for one minute of silence signal from Timer before announcing next contestant.

Toastmaster

Contestant Number Four, please acknowledge that you see the timer and you are unmuted by saying “Mr/Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(insert contestant name)

(insert title of speech)

(insert title of speech)

(insert contestant name)

Toastmaster MUTES

**Contestant** delivers speech.

Toastmaster waits 5-8 secs after contestant concludes speech.

Toastmaster

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

**5th contestant unmutes**, if muted. Toastmaster wait for one minute of silence signal from Timer before announcing next contestant.

Toastmaster

Contestant Number Five, please acknowledge that you see the timer and you are unmuted by saying “Mr/Madam Toastmaster.”

Pause to confirm contestant is heard before continuing.

Toastmaster

(insert contestant name)

(insert title of speech)

(insert title of speech)

(insert contestant name)

Toastmaster MUTES

**Contestant** delivers speech.

Toastmaster waits 5-8 secs after contestant concludes speech.

Toastmaster MUTES

**Contestant** delivers speech.

Toastmaster

Toastmaster after **last contestant**

Everyone, will remain on mute while the judges have all the time they need to complete their ballots and the ballots have been received by the Chief Judge.

**ZOOM HOST** move Chief Judge and Ballot Counters to breakout room after Chief Judge announces to the Toastmaster that all ballots have been collected.

Toastmaster

Announce for online attendees to turn on their video. Let’s give our contestants a round of applause.

Lead applause, interview each contestant

Toastmaster

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

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 or ask your own question.

*After last question*

Toastmaster

Thank you insert contestant name

Repeat this format for each contestant.

After all contestants have been interviewed, say the following.

Toastmaster

Thank you to all our contestants!

Lead applause. Pause – scan room to see if Chief Judge is back in the room. Use time fillers

Time fillers:

1) Ask for any district updates or announcements from others.

Once the Toastmaster sees that the Chief Judge is back in the room the Toastmaster wraps up his comments and - Turns control to **Contest Chair.** The **Contest Chair will** thank the Toastmaster, Chief Judge and contest helpers (ballot counters, judges, timers etc,). Make any announcements prior to announcing the contest results. Introduce Area Director to announce results.

**Area Director** announces contest results:

3rd Place, 2nd Place and 1st Place

**Note:** In contests with three or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced.

In contests with fewer than three participants, a second-place winner (if applicable) and a first-place winner will be announced.

After announcement of winners the Area/Division Director ADJOURNS CONTEST – NO FURTHER ANNOUNCEMENTS SHOULD BE MADE!

**THE END.**

**FOR COMBINED AREA CONTESTS EACH AREA CONTEST MUST BE CONDUCTED AS ITS OWN CONTEST.**

For combined contests

Toastmaster

We will now start the Area \_\_\_\_ International Speech Contest.