**Contest SAA**

At start of contest

SAA – confirms with Contest Toastmaster & Chief Judge that they are ready to start contest

*Gives a 5 minute warning*

*SAA announces:* May I have your attention, please. The contests will begin in 5 minutes. Please make your way to a seat.

*Give a 2-minute warning*

*SAA announces:* May I have your attention, please. The contests will begin in 2 minutes. Please take your seats.

*SAA announces:*

Toastmasters and Guests – the contests are about to begin.

By attending this contest, you agree to the privacy policy of Toastmasters International. Some of your personal information, such as name, image, may be used by District 5 and Toastmasters International.

As a courtesy to our contestants and other Toastmasters, we ask that you do not take photographs or video during the contest and that you turn off cell phones and all electronic recording devices.

Please join me in welcoming the Area \_\_\_\_ Director *insert name*

**SAA** is also responsible for guarding the doors and making sure no one leaves or enters the room when contestants are speaking. If someone does need to enter/leave the room the SAA should only do this during the “One Minute of Silence”.

**For Table Topics Contest:**

(2 SAAs needed)

The Contest Toastmaster will request the Contestants be escorted from the room to a waiting area by the **Sergeant-at-Arms, with the exception of the first speaker.**

There will be a minute of silence during which the **SAA** will have time to return to the room, where the **SAA** will remain while Contestants are speaking.

The Contest Toastmaster will call for First Contestant to speak.

After the first response, Contest Mastercalls for:   
“*One minute of silence for the Judges to mark their Ballots.”*

During this one minute, the **SAA** goes to the waiting area and escorts the second Contestant to the room and has them stand to the side of the speaking area until called by the Contest Master.

After each Contestant speaks, the **SAA** retrieves the next Contestant until finished.

**For International Speech Contest:**

SAA – assist the Contest Toastmaster as needed and helps the contestants set-up their props if needed.