

# CONTEST CHECKLIST AND SCRIPTS

**FOR INPERSON CONTESTS - 2024-2025**

DISTRICT 105, REGION 08

**TOASTMASTERS**  
INTERNATIONAL

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## FOREWORD

Dear Toastmasters,

The speech contest season is fast approaching, some may have already begun with their mock speech contests at the club, while others may be eagerly waiting for the speech contests to begin at their clubs.

We had the speech contest management education session and the judges' training education session so that we could understand the rules and regulations of conducting a flawless speech contest.

This document is a valuable resource that will help the speech contest officials to identify the roles and responsibilities, of speech contest management, delegation, and execution of the program.

Although this document is a ready reckoner and works as a guide, please follow the Toastmasters International, Speech Contest Rule book 2024 – 2025 (Item code 1171).

In case of any clarification, kindly contact me or the Program Quality Team members.

Wishing you all a wonderful Speech contest season 2024 - 2025

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## 1. Introduction and Role Players Checklists

### 1.1 Introduction

This is the second document in the set of two documents as mentioned in the Contest Management Handbook. This document contains role players' checklists and scripts. It is recommended that Toastmasters read this document to get more details on the role that they have volunteered for during the contest. Toastmasters to note that this document focuses on the processes that one needs to comply with whilst conducting an in-person contest at a venue as planned.

### 1.2 Contest Helpline

Any queries related to the conduct of the contests may be sent to [speechcontests@toastmasters.org](mailto:speechcontests@toastmasters.org)

## 2. Role Player's checklists.

Role players play a very crucial part in the conduct of the contests. In this chapter, the role players' checklists are detailed for immediate reference.

### 2.1 Master of Ceremonies

- 2.1.a. Be present at the contest venue well in advance before the commencement of the contest.
- 2.1.b. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-25 and the set of documents sent by the PQD team.
- 2.1.c. Ensure that the contest is conducted as per the Speech Contest Rules Book for the Toastmasters year 2024-25.
- 2.1.d. Prepare the agenda for the contest.
- 2.1.e. Be part of the contest planning team and contribute effectively.
- 2.1.f. Coordinate with the Contest Chair, Chief Judge, and role players, to ensure that the contest is organized as planned.
- 2.1.g. Have a theme for the contest session and ensure that the theme is carried right through the contest.
- 2.1.h. Attend the briefing sessions and make required notes.
- 2.1.i. Ensure that the contestants, Judges, Chief Judge, & role players teams are at the contest venue at least 1 hour before the commencement of the contest.
- 2.1.j. Initiate the process to check the contest readiness on the contest day.
- 2.1.k. Prepare the Master of Ceremony's script as per the agenda, and practice well.
- 2.1.l. Introduce the Contest Chairs, guests, and keynote speakers as per the agenda in a professional manner.



- 2.1.m. Inform the Contest Chair to complete the contest within the allocated time.
- 2.1.n. Ensure that the transitions between the sessions are smooth and that the Contest Chairs are briefed about the transition procedure.
- 2.1.o. Invite the Contest Chairs to declare the results of the contests.
- 2.1.p. Adjourn the session as per the agenda.

## 2.2 Contest Chair - International and Humorous Speech Contests

- 2.2.a. Be present at the contest venue well in advance before the commencement of the contest.
- 2.2.b. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 2.2.c. Ensure that the contest is conducted as per the Speech Contest Rules Book for the Toastmasters year 2024-25.
- 2.2.d. Ensure that the latest changes as per the Explanation of Changes document are explained to the contestants and role players.
- 2.2.e. Please be familiar with the eligibility criteria of contestants and ensure that all the contestants are eligible to compete.
- 2.2.f. Please be familiar with the protest rules as detailed in the Speech Contest Rule Book for the Toastmasters year 2024-2025.
- 2.2.g. If any voting judge or contestant lodges a protest with the contest chair, inform the chief judge immediately and provide the required information to the Chief Judge.
- 2.2.h. Prepare the list of contestants and obtain the telephone, WhatsApp, and email addresses of the contestants.
- 2.2.i. Ensure that the contestants are eligible to compete as per the Speech Contest Rule Book for the Toastmasters year 2024-2025.
- 2.2.j. Prepare the Contest Chair's script and practice well.
- 2.2.k. Before the scheduled briefings, share the contest-related documents with the Chief Judge, contestants, and role players.
- 2.2.l. Send the Speaker's Certification of Eligibility and Originality (item 1183) and other contest-specific forms well in advance to the contestants. Request the contestants to sign the required forms and send them back.
- 2.2.m. If the contest is recorded, ensure that the contestants also sign the Video Release Form.
- 2.2.n. Schedule and conduct briefings to ensure that the contestants and role players are familiar with the contest process. The Contest Chair during briefings should: -
  - a. Inform them about the designated speaking area and inform them that they will have to deliver their speech from within the speaking area only.
  - b. Inform about the process for the audio check. Inform the contestants on the contest day and on reaching the designated speaking they have to speak the words **"Thank you Contest Chair"** to test the quality of their audio. Also inform the response by saying the words **"You are Welcome"** to confirm to the contestant that the audio equipment is functional, and the contestant is audible. Furthermore, ensure that the **Timers start to time with the contestant's next definite verbal or nonverbal communication with the audience. This usually**



**will be the next word uttered by the contestant but would include any other communication such as sound effects, a staged act by another person, etc.**

- c. Ensure that the speaker begins speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
- d. Ensure all role players are present during the contestant's briefings.
- e. Conduct briefings for the role players.
- f. Share an overview of the protocols and processes to be followed by contestants and role players after discussions with the Chief Judge.
- g. Ensure that the Timer(s) inform the contestants about the display of the timing signals Green, Amber, and Red, as per the speech contest rules.
- h. Ensure that the Time signaling device is placed in such a manner that it is clearly visible to the contestants from any place within the designated speaking area.
- 2.2.o. Confirm the speech titles with the contestants well in advance.
- 2.2.p. Conduct the draw of lots in the presence of all contestants and prepare the speaking order.
- 2.2.q. Share the speaking order with the Chief Judge, & role players.
- 2.2.r. Complete the briefings before the commencement of the contest.
- 2.2.s. Introduce each contestant at the appropriate time. It is the contestant's responsibility to show up for the contest on time.
- 2.2.t. The Contest Chair will agree on the timing signals to indicate the end of 1 & 3 minute(s) of silence for the judges to complete the marking of the ballots.
- 2.2.u. Distribute the participation certificates to the participants.
- 2.2.v. Adjourn the contest and hand it over to the next toastmaster as mentioned in the agenda.
- 2.2.w. When called upon, announce the disqualifications (if any) and winners.

### **2.3 Contest Chair - Speech Evaluation & Table Topics Contests**

- 2.3.a. Be present at the contest venue well in advance before the commencement of the contest.
- 2.3.b. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 2.3.c. Conduct the contest as per the Speech Contest Rule Book for the Toastmasters year 2024-2025.
- 2.3.d. Ensure that the latest changes as per the Explanation of Changes document are explained to the contestants and role players.
- 2.3.e. Please be familiar with the eligibility criteria of contestants and ensure that all the contestants are eligible to compete.
- 2.3.f. Please be familiar with the protest rules as detailed in the Speech Contest Rule Book for the Toastmasters year 2024-2025.
- 2.3.g. If any voting judge or contestant lodges a protest with the contest chair, inform the chief judge immediately and provide the required information to the Chief Judge.
- 2.3.h. Prepare the list of contestants and obtain the telephone, WhatsApp, and email addresses of the contestants.



- 2.3.i. Ensure that the contestants are eligible to compete as per the Speech Contest Rule Book for the Toastmasters year 2024-2025.
- 2.3.j. Prepare the Contest Chair's script and practice well.
- 2.3.k. Before the scheduled briefings, share the contest-related documents with the Chief Judge, contestants, and role players.
- 2.3.l. Send the Speaker's Certification of Eligibility and Originality (item 1183) and other contest-specific forms well in advance to the contestants. Request the contestants to sign the required forms and send them back.
- 2.3.m. If the contest is being recorded, ensure that the contestants also sign the Video Release Form.
- 2.3.n. Schedule and conduct briefings to ensure that the contestants and role players are familiar with the contest rules and process. The Contest Chair during briefings should:-
  - a. Inform the contestant about the designated speaking area.
  - b. Inform about the process for the audio check. Inform the contestants on the contest day and on reaching the designated speaking they must speak the words **"Thank you Contest Chair"** to test the quality of their audio. Also inform the response by saying the words **"You are Welcome"** to confirm to the contestant that the audio equipment is functional, and the contestant is audible. Furthermore, ensure that the **Timers start to time with the contestant's next definite verbal or nonverbal communication with the audience. This usually will be the next word uttered by the contestant but would include any other communication such as sound effects, a staged act by another person, etc.**
  - c. Ensure that the speaker begins speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
  - d. Ensure all role players are present during contestants' briefings.
  - e. Conduct briefings for the role players.
  - f. Share an overview of the protocols and processes to be followed by contestants and role players after discussions with the Chief Judge.
  - g. Ensure that the Timer(s) inform the contestants about the display of the timing signals Green, Amber, and Red, as per the speech contest rules.
  - h. Ensure that the Time signaling device is placed in such a manner that it is clearly visible to the contestants from any place within the designated speaking area.
  - i. Conduct the draw of lots in the presence of all contestants and prepare the speaking order.
  - j. Share the speaking order with the Chief Judge, & role players.
- 2.3.o. Ensure that the contestants are fully aware of the process to be followed during the movement from the main contest room to the adjacent room and back.
- 2.3.p. Complete the briefings before the commencement of the contest.
- 2.3.q. The evaluation contest chair shall identify the Test Speaker based on the criteria specified in the Speech Contest Rulebook for the Toastmaster's year 2024-2025 and announce his/her name and the speech title only before the commencement of the speech.
- 2.3.r. All contestants must receive the same topic, which must be of a general nature. **The topic for the contest is selected by the contest chair.** The topic must be of



- reasonable length, must not require a detailed knowledge, and must lead to an opinion or conclusion.
- 2.3.s. During the evaluation contest, ensure that Timer 1 will join the contestants in the adjacent room to time the start and end of 5 minutes of note-taking by the contestants. Timer 1 will signal the end of time and the SAA team members will collect the evaluation notes sheet from the contestants. Timer 1 will then move back to the main contest venue.
  - 2.3.t. Introduce each contestant at the appropriate time. It is the contestant's responsibility to show up for the contest on time.
  - 2.3.u. The Contest Chair will agree on the timing signals to indicate the end of 1 & 3 minute(s) of silence for the judges to complete the marking of the ballots.
  - 2.3.v. Distribute the participation certificates to the participants.
  - 2.3.w. Adjourn the contest and hand it over to the next toastmaster as mentioned in the agenda.
  - 2.3.x. When called upon, announce the disqualifications (if any) and winners.

### 2.4 Contestants' Checklist.

Contestants shall:

- 2.4.a. Be present at the contest venue well in advance before the commencement of the contest.
- 2.4.b. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 2.4.c. Please be familiar with the contestant's eligibility criteria, speech timings, and protest rules as detailed in the Speech Contest Rule Book for the Toastmaster year 2024-2025.
- 2.4.d. Attend the briefing sessions and be familiar with the guidelines and processes of the contests. Contestants are requested to adhere to all the guidelines and instructions as informed during the contest.
- 2.4.e. When participating in the Evaluation and/or Table Topics contests, be knowledgeable about the movement from the main contest room to the adjacent room and back to the main contest venue.
- 2.4.f. Test the audio equipment and ensure they are in good working condition as informed by the contest chair.
- 2.4.g. Inform the Contest Chair and the Chief Sergeant at Arms if any props are being used during the speech (only applicable for International and Humorous speech contests).
- 2.4.h. Ensure that the time signaling device is very clearly visible from the designated speaking areas.
- 2.4.i. Ensure adherence to the speaking area guidelines during the speech delivery.

### 2.5 Timer 1

- 2.5.a. Be present at the contest venue well in advance before the commencement of the contest.



- 2.5.b. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 2.5.c. Ensure to adhere to the speech timing criteria for each contest type as detailed in the Speech Contest Rules Book for the Toastmaster year 2024-2025.
- 2.5.d. Join the adjacent room to display the timing signals for the Evaluation speech contestants to write their notes. Commence the timing only after all the contestants have arrived in the breakout room and indicate the completion of the five minutes of the scheduled time. Return to the main contest venue after this stage.
- 2.5.e. Wait till the contestant completes the audio-checking process and starts timing the contestant at the first verbal/non-verbal communication with the audience only after the audio-checking process is completed as per the briefings received.
- 2.5.f. If the signaling device, this means that the contestant receives a 30-second grace period before being disqualified.
- 2.5.g. Deliver to the Chief Judge, the written record of the time taken by each speaker on the Speech Contest Time Record Sheet and Instruction for Timers (item 1175) as briefed by the Chief Judge.

### **2.6 Timer 2**

- 2.6.a. Be present at the contest venue well in advance before the commencement of the contest.
- 2.6.b. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 2.6.c. Attend the briefing sessions and practice the display of timing signals to assist the contestants in getting familiarized with the signaling process.
- 2.6.d. Ensure to adhere to the speech timing criteria for each contest type as detailed in the Speech Contest Rules Book for the Toastmaster year 2024-2025.
- 2.6.e. Ensure that a complete view of the timing signals is available for the contestants for the entire duration of the contest and that the contestants can view the Green, Yellow, and Red signals at appropriate times during the speech delivery from the designated speaking area.
- 2.6.f. Wait till the contestant completes the audio-checking process and starts timing the contestant at the first verbal/non-verbal communication with the audience only after the audio-checking process is completed as per the briefings received.

### **2.7 Tally counter**

- 2.7.a. Be present at the contest venue well in advance before the commencement of the contest.
- 2.7.b. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 2.7.c. Be present at the contest venue well in advance before the commencement of the contest.



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- 2.7.d. Inform the Chief Judge about your presence.
- 2.7.e. Receive the ballot papers in a sealed envelope from the Judges after the 3 minutes of silence has elapsed and as informed by the Voting Judges.
- 2.7.f. Join the adjacent room along with the Chief Judge and fellow Tally Counter.
- 2.7.g. Start to mark the results on the Counter's Tally sheet (item 1176) to finalize the results.
- 2.7.h. Be available until the contest is over.



## 2.8 Chief Sergeant-at-Arms

- 1.9.A. Be present at the contest venue well in advance before the commencement of the contest.
- 1.9.B. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 1.9.C. As a team leader, know from the contestants, Judges, and role players briefings the tasks for each of the contests.
- 1.9.D. Determine the number of team members required for the smooth function of the contest.
- 1.9.E. Assign roles to team members.
- 1.9.F. Be the point of contact for the Contest Chair, SAA Team, role players, and Chief Judge.
- 1.9.G. Keep the Contest Chair and the Chief Judge informed about the progress.
- 1.9.H. Commence the contest session after the contest readiness process is completed.
- 1.9.I. Explain the general and venue-specific guidelines to ensure the smooth functioning of the contest to the audience. The key points are: -
  - i. - How to appreciate the speaker after the speech by clapping once the speech is completed.
  - ii. Entering or leaving the room while the speech is in progress is not allowed. It should be managed only during the one-minute silence between the speeches.
  - iii. Informing the audience to keep their mobile phones silent mode.

## 2.9 Sergeant-at-Arms

- 2.9.a. Be present at the contest venue well in advance before the commencement of the contest as advised by the Chief Sergeant-at-Arms.
- 2.9.b. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 2.9.c. Attend the briefing sessions as scheduled and informed.
- 2.9.d. Be clear about the tasks assigned and how to execute the assigned tasks.
- 2.9.e. Be an active and participating member of the WhatsApp group created for the contest purpose.
- 2.9.f. Monitor the contestants during the Evaluation and Table Topics contests as assigned and briefed. Ensure that the contestants are following all the rules and regulations of the contest.
- 2.9.g. Request the contestants to maintain silence while they are present in the adjacent room and waiting for their turn to deliver their presentation.
- 2.9.h. If any contestant chooses to move out of the adjacent room for any reason, inform the Chief Judge immediately, and implement the directives received from the Chief Judge.
- 2.9.i. Assist the contestants to move into the adjacent room and move back to the main contest room as per the contest guidelines and in collaboration with the contest chair.



- 2.9.j. Assist the contestant in the placement and removal of props during the 1-minute silence as announced by the contest chair.

### **3. Chief Judge and Judges Checklist**

#### **3.1 Chief Judge**

- 3.1.a. Be present at the contest venue well in advance before the commencement of the contest.
- 3.1.b. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 3.1.c. Ensure that the latest changes as per the Explanation of Changes document are explained to the Contest Chair, Judges, and role players.
- 3.1.d. Identify the required number of judges as detailed in the Speech Contest Rules Book for the Toastmaster year 2024-2025. Finalize the list of Judges. Contact the Judges and obtain confirmation. Ensure that all Judges are in good standing and meet the Judging criteria as stated in the Speech Contest Rule Book for the Toastmasters year 2024-2025.
- 3.1.e. Ensure that the selected Judges are not members of the same club to which a contestant belongs even if the Judge or the contestant is a member of more than one club.
- 3.1.f. Create an SAA team, Timer(s), and tally counters WhatsApp groups for communication.
- 3.1.g. Be the point of contact for the Judges, Timers, and Tally Counters.
- 3.1.h. Ensure that the Tiebreaking judge and the number of voting Judges are at the contest venue well in advance before the commencement of the contest.
- 3.1.i. Ensure that all contestants and role players have the Chief Judge's contact information.
- 3.1.j. Send the following documents to the Judges: -
  - a. Judge's Certification of Eligibility and Code of Ethics.
  - b. Contest-specific Judge's Guide and Ballot and Tiebreaking Judge's Guide and Ballot.
- 3.1.k. Inform the Judges to sign and submit the Judge's Certification of Eligibility and Code of Ethics ahead of the contest.
- 3.1.l. Conduct the Judges, Timers, and Tally Counters briefing before the commencement of the contest.
- 3.1.m. Conduct the Tiebreaking judge briefing privately as he/she should not attend the Judges' briefing. Inform the Tally Counters that the Tiebreaking judge's ballot paper will be collected only by the Chief Judge.
- 3.1.n. Ensure all the judges are anonymous when practical.
- 3.1.o. Assign Timer roles to the two Timers and inform the Contest Chair. Ensure complete control over the integrity and reliability of the timing protocol.
- 3.1.p. The Chief Judge informs the process to be followed in case of a protest. The recommended steps are: -



- a. The Chief Judge will inform the Judges to move to the adjacent room.
  - b. The contestant against whom the protest is lodged will be informed to join the adjacent room. The details of the protest are informed to the contestant. The contestant's view is heard by the Judges.
  - c. The Chief Judge and the Judges will discuss with the contestant and on completion of the discussions, will request the contestant to join the main contest venue.
  - d. The Judges will vote on the protest and completion of the process, then return to the main contest room.
- 3.1..q. Timer 1 is the official timekeeper and shall record the speech timings in the speech timing record sheet.
- 3.1..r. Once the ballot in a sealed envelope is collected from the voting judges, the Chief Judge along with the tally counters will move to an adjacent room to mark the scores on the Counter's tally sheet and determine the winners.
- 3.1..s. Fill up the Results Notification Form and communicate the results to the Contest Chair.
- 3.1..t. Complete the Notification of Winners form and communicate to the appropriate officials keeping in view the level of the contest.

### **3.2 Voting and Tiebreaking Judge**

- 3.1..u. Be present at the contest venue well in advance before the commencement of the contest.
- 3.1..v. Be familiar with the Speech Contest Rule Book for the Toastmasters year 2024-2025 and the other documents related to contests including the set of documents sent by the PQD team.
- 2.2.A. Be familiar with the Explanation of Changes document released by Toastmasters International to know the latest changes made to the speech contest rulebook for the Toastmaster year 2024-25.
- 2.2.B. Adhere to the process defined in the contest speech rules whilst judging the contestants and reporting the contest results.
- 2.2.C. Always maintain anonymity and remain as part of the audience.
- 2.2.D. Attend the briefing sessions as scheduled.
- 2.2.E. Be an active participant in the WhatsApp group and ensure that you read and understand the communication received.
- 2.2.F. In case of a protest, follow the briefing and rules' regulations of managing protests as defined in Speech Contest Rule Book 2024-25 and upon the instructions of the Chief Judge. Vote on the protest based on the discussions and return to the main contest room.
- 2.2.G. If you are assigned the role of the Tiebreaking Judge, follow the guidelines laid down by the Chief Judge, and hand over the ballot paper in a sealed envelope to the Chief Judge only.

## **4. Scripts for Role Players**



This section has some sample scripts which could be modified as required.

#### 4.1 Chief Sergeant at Arms Script

Call the meeting to order by softly banging the gavel on the lectern. Hello and welcome Toastmasters and guests to \_\_\_\_\_ [name of club/Area/Division/District based on contest's level] \_\_\_\_\_ [name of contest] \_\_\_\_\_. I am Chief Sergeant-at-arms Toastmaster \_\_\_\_\_. I welcome you all on this \_\_\_\_\_. I would like to begin by stating the mission of the Toastmasters' Club. "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". Some rules to be respected during the contest:

- Please turn off your mobile phones or place them in silent mode. Please ensure that the mobile phones are not ringing while the contest is in progress.
- Please do not enter or exit the room while the contestant is speaking.
- Speakers are requested to refrain from making any references to politics, sex, or religion in their speeches.
- The audience is requested to refrain from crosstalk, which is talking with one another during the contest.
- No member of the audience will be allowed to move in or out of the main contest venue while the speech is in progress.

I wish you all a fantastic contest! Please help me welcome TM \_\_\_\_\_, the \_\_\_\_\_ for today's session. Thank you.



## 4.2 Speech Evaluation Contest Chair Script

Thank you master of ceremonies for the wonderful introduction.

District Director \_\_\_\_\_, District Program Quality Director – \_\_\_\_\_, District Club Growth Director, \_\_\_\_\_, Division Directors, Area Directors, ExCom members of clubs of Division “X”, fellow Toastmasters and guests, good afternoon to all of you.

It is my privilege to be your Contest Chair for the Speech Evaluation Contest.

*(Add two lines in this space about the Evaluation contest in your own words and then commence the script as mentioned below)*

Before we commence the contest, please allow me to state the rules for this contest:

The contest shall begin with a Test speech of 5 to 7 minutes by a Test Speaker.

Contestants may make their notes only in the forms provided as the Test Speaker is delivering the speech.

After the test speech, all contestants will be escorted by the SAA team to the adjacent room and given five minutes to write their notes. Request Timer 1 to please accompany the contestants and time the five minutes duration. On completion of five minutes, please hand the evaluation speech notes to the SAA and take it back from the SAA when it's your turn to speak and before moving to the main venue speaking area.

The speech evaluation will be for three minutes. The timing signals shall be as follows: -

- ✓ The green light will be turned on after 2 minutes and shall remain on.
- ✓ The amber light will be turned on after 2 minutes and 30 seconds and shall remain on.
- ✓ The red light will be turned on after 3 minutes and will remain on till the presentation is completed.
- ✓ There will be no indication given to the contestant if he/she exceeds the time limits.

A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 31 seconds.

After the response “You are welcome” from the Contest chair to the contestant as soon as the contestant has reached the speaking area and thanked the contest chair, the timer shall begin the timing of the speech at the next verbal or non-verbal communication from the contestant.

There will be 1 minute of silence after each contestant has completed the presentation for the Judges to complete their scores and 3 minutes of silence shall be provided after the last contestant has completed the presentation for the judges to mark their ballots and finalize the scores.

Now let us meet our contestants:

Please allow me to introduce the contestants in the speaking order as determined by a draw of lots. We have [Number of contestants] contestants competing today. I will announce the names of the contestants, and they are requested to stand up and remain standing until all the contestants have been introduced.

Contestant no	Contestant




Please join me in giving a thunderous round of applause to our contestants.

### Eligibility

I confirm that all contestants are eligible to compete as per the eligibility criteria detailed in the Speech Contest Rules Book for the Toastmaster year 2024-2025.

Are there any questions that I may answer? Wait for 2-3 seconds and say “Hearing none, It is time now to begin the contest”.

Contestants, are you ready? Audience members, are you ready? Role players, are you ready?

Chief Judge \_\_\_\_\_, Madam/Sir, May I seek your permission to begin the contest?

*After receiving the permission, Thank you, Chief Judge*

Allow me to introduce the Test Speaker for today; our Test Speaker is

*Test Speaker Name, Speech Title*

*Speech Title, Test Speaker Name*

*After the test speaker completed the speech and handed over the podium to the contest chair.*

*May I now request the Sergeant At Arms team to kindly escort the contestants to the adjacent room? Timer 1 kindly joins the adjacent room. Contestants, please ensure that you commence writing the notes only after you have been instructed to do so by the Timer. Please hand over the notes sheet to the SAA team member after the 5-minute time has elapsed and have been instructed to do so.*

*As we wait for the contestants to return, \_\_\_\_\_*

On completion of five minutes, the first contestant entered the main room.

Introduce the contestants in this manner: *Contestant Name, Contestant Number, Contestant Number, Contestant Name.*

Respond to the contestant’s statement – “Thank you Contest Chair” by stating “You are welcome” to confirm that the audio equipment is working fine.

At the time of receiving the podium back from the contestant, after the contestant completes the evaluation, please announce – “*1 minute of silence for the Judges to mark their ballots*” Continue the sequence till the last contestant.

After the last contestant has completed his evaluation, announce – “*3 minutes of silence for the Judges to mark their ballots and finalize the results*” Wait for the confirmation from the Chief Judge to commence the contest.



*Presentation of Participation Certificates*

I would now like to ask all the contestants to join me as I call out their names in the speaking order to receive their participation certificates. Ladies & Gentlemen let us give our contestants a round of applause.

Toastmasters and guests, thank you for your support. This concludes the Evaluation speech contest, and I adjourn the contest. I thank our \_\_\_\_\_ for providing me this opportunity to be the Contest Chair.

May I now request the Master of Ceremonies, \_\_\_\_\_ to take the proceedings forward?

**Remember, at the time of the announcement of results.**

Kindly avoid asking the audience to guess the winners during the announcement of the results. Just announce the results in a very businesslike, dignified manner without making any additional remarks. Do NOT ask “Any guesses?”. Before announcing the results please mention if there are any disqualifications. The name of the second runner-up is announced first, then the first runner-up, and finally, the winner. This will be the sequence that will be followed by you. On completion, you will hand over to the next Toastmaster as specified on the agenda.



### 4.3 Table Topics Contest Chair Script

Thank you master of ceremonies for the wonderful introduction.

District Director \_\_\_\_\_ District Program Quality Director \_\_\_\_\_, District Club Growth Director, \_\_\_\_\_, Division Directors, Area Directors, ExCom members, fellow Toastmasters and guests, Good \_\_\_\_\_ to all of you.

It is my privilege to be your Contest Chair for the \_\_\_\_\_ Table Topics Contest.

*(Add two lines in this space about the contest in your own words and then commence the script as mentioned below)*

Before we commence the contest, please allow me to state the rules for this contest:

The Contest Chair will select a Topic as the Table Topic for the contest. All contestants will speak on the same topic.

- ✓ The timing signals shall be as follows: -
- ✓ The green light will be turned on after 1 minute and shall remain on.
- ✓ The amber light will be turned on after 1 minute and 30 seconds and shall remain on.
- ✓ The red light will be turned on after 2 minutes and will remain on till the presentation is completed.

There will be no indication to the contestant if he/she exceeds the time limits.

A contestant who speaks for less than one minute or more than two minutes 31 seconds will be disqualified.

For this contest, only the first contestant will remain in this main contest venue, the rest of the contestants will be escorted by the Sergeant at Arms to an adjacent room. Each contestant may stay in the main room after he or she completes the presentation.

While in the adjacent room, all contestants should maintain silence and adhere to the instructions from the SAA Team members.

The contestants are requested to proceed to the main contest venue only when their name is called upon by SAA team members.

I will introduce each contestant by announcing the contestant's name and then the topic, repeating the topic and the contestant's name.

After the response "You are welcome" from the Contest chair to the contestant as soon as the contestant has reached the speaking area and thanked the contest chair, the timer shall begin the timing of the speech at the next verbal or non-verbal communication from the contestant.

There will be 1 minute of silence after each contestant has completed the presentation for the Judges to complete their scores and 3 minutes of silence shall be provided after the last contestant has completed the presentation for the judges to mark their ballots and finalize the scores.

Now let us meet our contestants:

Please allow me to introduce the contestants in the speaking order as determined by a draw of lots. We have [Number of contestants] contestants competing today. I will announce the names of the contestants, and they are requested to stand up and remain standing until all the contestants have been introduced.



Contestant no	Contestant Name

Please join me in giving a thunderous round of applause to our contestants.

### Eligibility

I confirm that all contestants are eligible to compete as per the eligibility criteria detailed in the Speech Contest Rules Book for the Toastmaster year 2024-2025.

Are there any questions that I may answer? Wait for 2-3 seconds and say “Hearing none, It is time now to begin the contest”.

Contestants, are you ready? Audience members, are you ready? Role players, are you ready?

Chief Judge \_\_\_\_\_, Madam/Sir, May I seek your permission to begin the contest?

*After receiving the permission, Thank you, Chief Judge.*

*May I now request the First contestant to please proceed toward the speaking area? please.*

*May I now request the Sergeant at Arms team to kindly escort the contestants except the first contestant to the adjacent room?*

After ensuring all other contestants are in the adjacent room, you open the envelope containing the table topic for the contest.

Introduce the contestants in this manner: Contestant Number, *Contestant Name, Table topic. Table Topic, Contestant Name, Contestant Number*

Respond to the contestant’s statement – “Thank you Contest Chair” by stating “You are welcome” to confirm that the audio equipment is working fine.

At the time of receiving the podium back from the contestant, after the contestant completes the presentation, please announce – “*1 minute of silence for the Judges to mark their ballots*” Continue the sequence till the last contestant.

After the last contestant has completed the presentation, announce – “*3 minutes of silence for the Judges to mark their ballots and finalize the results*” *On completion of 3 minutes, Wait for the confirmation from the Chief Judge to commence the contest.*

### *Presentation of Participation Certificates*

I would now like to ask all the contestants to join me as I call out the names as per the speaking order to receive their participation certificates. Ladies & Gentlemen let us give our contestants a round of applause.



That concludes the Table Topics Contest of the Club/Area/Division \_\_\_\_ for the Toastmaster's year \_\_\_\_\_. I hereby adjourn this Table Topics Contest.

Toastmasters and guests, thank you for your support. I thank our Division Director for providing me with this opportunity to be the Contest Chair.

May I now request the Master of Ceremonies, \_\_\_\_\_ to come on stage and take the proceedings forward?

**Remember, at the time of the announcement of results.**

Kindly avoid asking the audience to guess the winners during the announcement of the results. Just announce the results in a very businesslike, dignified manner without making any additional remarks. Do NOT ask "Any guesses?". You need to mention if there are any disqualifications if applicable. The name of the second runner-up is announced first, then the first runner-up, and finally, the winner. This will be the sequence that will be followed by you. On completion, you will hand over to the next Toastmaster as specified on the agenda.

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#### 4.4 Humorous & International Speech Contest Chair Script

District Director \_\_\_\_\_, District Program Quality Director – \_\_\_\_\_, District Club Growth Director, \_\_\_\_\_, Division Directors, Area Directors, ExCom members of clubs of Division “x”, fellow Toastmasters and guests, Good afternoon to all of you.

It is my privilege to be your Contest Chair for the Humorous/ International Speech Contest.

*(Add two lines in this space about the contest in your own words and then commence the script as mentioned below)*

The purpose of today’s contest is:

1. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as an encouragement to all.
2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training. Contestants: Our Chief Judge today is TM \_\_\_\_\_

Before we commence the contest, please allow me to state the rules for this contest:

- The contestants shall have 5 to 7 minutes to deliver their speech.
- A contestant will be disqualified if the delivered speech is less than 4 minutes 30 seconds or more than 7 minutes 31 seconds.
- The contestants have been informed of the timing signals. For the benefit of the audience, the timing signals shall be as follows: -
  - ✓ The green light will be turned on after 5 minutes and will remain on.
  - ✓ The amber light will be turned on after 6 minutes and will remain on
  - ✓ The red light will be turned on after 7 minutes and will remain on till the speech is completed.

No indication will be given to the contestant if he/she exceeds the time limits.

After the response “You are welcome” from the Contest chair to the contestant as soon as the contestant has reached the speaking area and thanked the contest chair, the timer shall begin the timing of the speech at the next verbal or non-verbal communication from the contestant.

There will be 1 minute of silence after each contestant has completed the presentation for the Judges to complete their scores and 3 minutes of silence shall be provided after the last contestant has completed the presentation for the judges to mark their ballots and finalize the scores.

Protests may only be entered by the contestants or Judges to either the Chief Judge, TM \_\_\_\_\_ or to myself, as Contest Chair before the adjournment of the contest. The decisions taken by the judges and chief judge shall be final and binding on all contestants.



Now let us meet our contestants: We have \_\_\_\_\_ contestants competing today. Please allow me to introduce the contestants in the speaking order as determined by a draw of lots. I request the contestants to please stand as I call out your name in the speaking order and remain standing till the last contestant is introduced. Request the audience to kindly hold your applause until I have Introduced all the contestants.

Contestant no	Contestant Name

Audience, please join me for a thunderous round of applause for our contestants.

### Eligibility

I confirm that all contestants are eligible to compete as per the eligibility criteria detailed in the Speech Contest Rules Book for the Toastmaster year 2024-2025.

Are there any questions that I may answer? Wait for 2-3 seconds and say “Hearing none, It is time now to begin the contest”.

Contestants, are you ready? Audience members, are you ready? Role players, are you ready?

Chief Judge \_\_\_\_\_, Madam/Sir, May I seek your permission to begin the contest?

*After receiving the permission, Thank you, Chief Judge.*

It is now time to begin the contest.

Our first contestant is [Name him/her and wait for him/her to respond]. Upon arrival of the contestant at the speaking area’ please state the contestant's no, contestant name, and speech title. Speech title, contestant name, and contestant number.

Respond to the contestant’s statement – “Thank you Contest Chair” by stating “You are welcome” to confirm that the audio equipment is working fine.

At the time of receiving the podium back from the contestant, after the contestant completes the presentation, please announce – “*1 minute of silence for the Judges to mark their ballots*” Continue the sequence till the last contestant.

After the last contestant has completed the presentation, announce – “*3 minutes of silence for the Judges to mark their ballots and finalize the results*” *On completion of 3 minutes, Wait for the confirmation from the Chief Judge to commence the contest.*



*Presentation of Participation Certificates*

I would now like to ask all the contestants to join me as I call out the name of the speaking order to receive their participation certificates. Ladies & Gentlemen let us give our contestants a round of applause.

Toastmasters and guests, thank you for your support. This concludes the Humorous / International speech contest. I adjourn the contest. I thank our \_\_\_\_\_ for providing me this opportunity to be the Contest Chair.

May I now request the Master of Ceremonies, \_\_\_\_\_ to take the proceedings forward?

**Remember, at the time of the announcement of results.**

Kindly avoid asking the audience to guess the winners during the announcement of the results. Just announce the results in a very businesslike, dignified manner without making any additional remarks. Do NOT ask "Any guesses?". You need to mention if there are any disqualifications if applicable. The name of the second runner-up is announced first, then the first runner-up, and finally, the winner. This will be the sequence that will be followed by you. On completion, you will hand over to the next Toastmaster as specified on the agenda.