

# **District 55**



# **Contest Chair Briefing Scripts**

## Prior to the Briefing

- Area, Division, and District contests: Prior to the contest, contact the previous-level contest chair and ask them to send you the following forms, All of the forms were included in the contest packet you received from the District.
  - Notification of Winners
  - Eligibility and Originality
  - Biographical Information
  
- Contests at all levels:: Confirm eligibility of each contestant with Toastmasters International by sending each contestant's name, club number, and club name to [speechcontests@toastmasters.org](mailto:speechcontests@toastmasters.org) . For club contests, all contestants should be verified. For Area, Division, and District contests, First and Second Place winners from prior-level contests should be verified.
  
- Prepare Timers, Ballot Counters and Judges folders. The judges folder should include the judges ballot and contest rulebook if available.
  
- Supplies:**
  - Folders for the Timers, Ballot Counters, and Judges
    - Judges folders: Include envelopes, forms, contest rulebook.
  - Pens
  - Note cards for the Chief Judge
  - Extension Cord (for timing lights just in case you need it.)
  
- Start the briefing at least 30 minutes prior to the contest to allow for time for questions.
  
- Review the Official Toastmasters International Contest Rulebook prior to the contest. Contact the District Chief Judge and Lt. Governor Education and Training with questions. Note for Area and Division Governors: You should have received the contest rulebook with the contest packets you received from the District.
  - Chief Judge - \_\_\_\_\_, [judge@tmd55.org](mailto:judge@tmd55.org)
  - Lt. Governor Education and Training - \_\_\_\_\_, [lget@tmd55.org](mailto:lget@tmd55.org)

## **SERGEANTS AT ARMS BRIEFING**

**Note:** Before other briefings and before the contest begins, conduct the SAA briefing.

Issue assignments or ask the SAAs to coordinate their roles as follows:

One SAA assigned to each unlocked access to contest room.

One SAA assigned to escort contestants to and from the holding area (for Table Topics and Evaluations); with one SAA remaining in room with contestants that have not yet given speeches.

### **State: As Sgt-At-Arms, here are your responsibilities.**

- Secure all doors at the beginning of contest. Please do not allow entry or departure from the contest room while contestants are speaking. If someone insists on leaving/entering the room, they can only do so during the one-minute of silence between the speeches.
- You may assist the contestants with prop placement and retrieval, but you are not required to do so. Is there anyone who would like to assist the contestants with props?

**Note:** If you have a Sergeant At Arms who is willing to assist with props, they will join you at the contestant briefing.

- For Evaluation Contests only:*** We will now review the Evaluation Contest procedures: When you are directed to do so by the Contest Toastmaster, please escort all contestants out of the room. Contestants should be escorted to a separate room/area that has been selected by the Contest Chair. The room/area should be far enough away from the contest, so the contestants are not able to hear the other contestants give their evaluation. Each contestant will be given 5 minutes to prepare his/her evaluation. The 5 minutes will start once all contestants are present and seated. After the 5 minutes is complete, have each contestant write his/her name on their evaluation notes, and collect the notes. Ensure that the notes are collected in the speaking order drawn during the contestant briefing. Prepared notes shall be returned to each contestant as he or she is introduced to present the evaluation. Retrieve the next contestant during the one minute of silence between evaluations.

- **For Table Topics Contests only:** We will now review the Table Topics Contest procedures: When you are directed to do so by the Contest Toastmaster, please escort all contestants out of the room, except the first contestant.

Contestants should be escorted to a separate room/area that has been selected by the Contest Chair. The room/area should be far enough away from the contest, so the contestants are not able to hear the Table Topics question or the response from the other contestants. Each contestant will be called back in the speaking order drawn during the contestant briefing to present their speech. Retrieve the next contestant during the one minute of silence between speeches.

**State:** Are there any questions? (Wait for response).

**State:** This concludes the Sgt-At-Arms briefing. Thank you for participating in this contest as a Sgt-At-Arms.

## **CONTESTANT BRIEFING**

### **Who should attend:**

- Contest Toastmaster
- All contestants from the previous-level contest. For official rules on who can compete at your contest, please visit the Speech Contest rulebook, General Procedures, Section D.
- (Optional) One Sergeant-At-Arms to assist the contestants with prop setup.

### **Supplies:**

- Contestant speaking order drawing sheet. (Appendix A)
- Pens
- Forms from the previous-level contest.

### **Briefing:**

**Note:** Use slips of paper with numbers on them and a blank for contestant name. Determine how you want to draw for order; name by alpha order is one way. A template is located in the Appendix of this document.

**State:** Thank you for participating in this contest and for attending the briefing. The briefing has several purposes, including determining the speaking order, completing required forms needed for the contest, and reviewing the rules and procedures for the contest.

The first order of business is to draw for the contest speaking order. We will do that now. \_\_\_\_\_, you are drawing first. Please select a slip of paper, announce the number you see on it, and write your name and speech title on the slip of paper, and then hand it to me.

**Note:** Repeat the process for all contestants, giving the exact same instructions.

Collect all of speaking order slips of paper. Write down the speaking order on the agenda and send the agenda with that info. immediately via Contest Toastmaster (or acceptable courier) to the Chief Judge (in separate briefing).

Hand out the biographical and eligibility forms if you did not receive their forms from the prior contest. Note test speaker for speech evaluation contest should also complete the biographical form.

**State:** If I haven't already received your Biographical Information and Eligibility/Originality forms, please complete these now and turn them in to me. The information you provided about yourself should be on topics that you will be comfortable answering in an interview. The Contest Toastmaster may ask you about anything you include on the form during the contestant interviews to be conducted following your contest. Do not include any sensitive or otherwise inappropriate information.

**Note:** Collect forms. Keep the eligibility and originality forms. Give the Toastmaster the biographical Information forms.

**State:** We will now review the rules and procedures for this contest.

Your speech should comply with ALL current Toastmasters International rules. You should have already reviewed this year's rule book. If you do not have one and would like one, please see me at the conclusion of this briefing.

You must stay within the assigned speaking area for this contest. The speaking area for the contest is: \_\_\_\_\_.

**Note:** Describe the speaking area. Ideally, walk to the end points of it and point out the boundaries, if there are any boundaries.

**Note: For Table Topics and/or Evaluation Contests**

**State:** At the appropriate time in the contest, a designated Sergeant at Arms will escort you to the assigned speaker holding area, which is located: \_\_\_\_\_

**Note:** Describe the holding area, which should have been determined well in advance.

**State:** Are there any questions regarding the speaking area?

**Note:** Address any questions. After the briefing inform the Chief Judge that the speaking area has been determined to be: \_\_\_\_\_ and that it has been described to the contestants.

**State:** Each contestant should remove any badge or other items that reveal his or her educational level and also his or her club affiliation. Please do this now.

**Note:** Check to make sure contestants are not wearing inappropriate identifying info.

**State:** We will now review the Rulebook time limits for your speech. For the \_\_\_\_\_ speech competition, a qualifying time is \_\_\_\_\_. The timers will display a:

- Green light at \_\_\_\_\_
- A yellow light at \_\_\_\_\_
- And a red light at: \_\_\_\_\_
- You will be disqualified for speeches over: \_\_\_\_\_ or under \_\_\_\_\_.

Fill in the blank lines above using this information:

**Speech presentation time limits:**

| <u>CONTEST</u>       | <u>QUAL</u> | <u>GREEN</u> | <u>YELLOW</u> | <u>RED</u> | <u>DISQUAL</u> |
|----------------------|-------------|--------------|---------------|------------|----------------|
| International Speech | 04:30       | 05:00        | 06:00         | 07:00      | > 07:30        |
| Humorous Speech      | 04:30       | 05:00        | 06:00         | 07:00      | > 07:30        |
| Tall Tales           | 02:30       | 03:00        | 04:00         | 05:00      | > 05:30        |
| Table Topics         | 01:00       | 01:00        | 01:30         | 02:00      | > 02:30        |
| Evaluation           | 01:30       | 02:00        | 02:30         | 03:00      | > 03:30        |
| Test Speaker         |             | 05:00        | 06:00         | 07:00      |                |

**State:** The timers have been instructed that the start time of your speech begins with the contestant’s first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc. Timers and timing lights are located \_\_\_\_\_. Please take a few minutes to stand in the speaking area and locate the timing devices. They should be in the center of your field of view and should be in full view of the speaking area. They should also be as close to the eye level of the audience as possible. The lights should be unobstructed by audience members and any room obstacles.

This is all important information. Do you have any questions on the timing indicators or about qualifying and disqualifying times, or the location of timing devices?

**Note:** Answer any questions that contestants have about the lights and time boundaries. Ideally, have someone demonstrate the timing lights during this part of the briefing.

**State:** Here is how you will be introduced: The Contest Toastmaster will announce your name, followed by \_\_\_\_\_, \_\_\_\_\_ again, and then your name. When you hear your name the second time, that’s your cue to begin moving toward the speaking area.

**Note:** Fill in the preceding blanks based on this information:

International /Humorous /Tall Tales: Name, Title, Title, Name

Table Topics: Name, Table Topic, Table Topic, Name

Evaluation: Name, Eval. Number, Eval. Number, Name

Test Speaker Name, Title, Title, Name

**Note:** At this time, the Contest Toastmaster will verify your speech titles as well as the proper pronunciation of your names.

**Note:** Toastmaster reviews both speech titles and name pronunciations.

**State:** Contestants may record or videotape other contestant's speeches only with the specific permission from the contestant whose speech is to be recorded or videotaped and the contest chair. **No photography is allowed.**

**State:** Now we will review the process for Protests and Disqualification. You can be disqualified for any of the following four reasons:

1. You are not present when the contest is called to order. Please refer to your agenda to see when the contest is scheduled to come to order.
2. Your speech is timed as under the qualifying time or over the disqualifying time.
3. You are determined to be ineligible. To be eligible, you must be a member in good standing of a club in good standing according to TI WHQ records **for the International Speech contest only**, you must also have completed at least six speech assignments in the Competent Communicator manual prior to the club contest. I have verified your eligibility by contacting Toastmasters International prior to the contest.
4. You violate contest rules on originality. This requires a majority vote of judges.

**State:** Are there any questions regarding the reasons for disqualification?

**State:** We will now review the process for protests. Only contestants and judges may lodge protests concerning Eligibility and Originality with the Chief Judge and/or with me, as the Contest Chair before the contest winner and alternates are announced. The Chief Judge will resolve protests. If an originality protest is lodged against you, the chief judge will convene the judges and hear your case. The judges will then deliberate and vote. All decisions of the judges are final.

**State:** Finally, here is the guidance on props. You are responsible for your props. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so. Any props are to be put in place in the minute of silence before your speech, and removed in the minute of silence after your speech.

***If the Sergeant at Arms is willing to assist, State:***

The Sergeant at Arms is willing to assist with props. If any of you are using props, please give the Sergeant at Arms any necessary instructions for handling placement and removal of those items. Please do that as soon as I announce the conclusion of this briefing.

***If the Sergeant at Arms is not willing to assist, State:*** The Sergeant At Arms is not willing to assist with props. If you need assistance, it is your responsibility to find someone to assist you.

That covers the information required for the contestant briefing. There is still time to address any questions. Do any of you have any questions?

**Note:** Answer any questions the contestants have.

**State:** Hearing no further questions, this briefing is concluded. If you are using props and need to provide instructions concerning their placement and removal, please do so with the Sergeant at Arms or with your assistant at this time.

Thank you again for your participation, and good luck.

## **TOASTMASTER BRIEFING**

**Note:** After the contestant briefing and before the contest begins, conduct the Toastmaster briefing by asking these questions:

- Have you read through the contest script?
- Have you recorded the speaking order on your script so you can announce it to the audience?
- Are you comfortable with the name pronunciations and speech titles?
- Do you understand the proper introduction technique?

**Note:** International /Humorous /Tall Tales: Name, Title, Title, Name  
Table Topics: Name, Table Topic, Table Topic, Name  
Evaluation: Name, Eval. Number, Eval. Number, Name  
Test Speaker Name, Title, Title, Name

- For Evaluation only:* Do you have the Speech title and biographical information form for the Test Speaker?
- For Table Topics only:* Have you received the table topics question and can you read it loudly and clearly to the contestants? .
- Do you have the biographical forms you need and have you prepared your questions for the interview portion(s) of the contest(s)?
- Do you have any questions or concerns?

**APPENDIX**

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|--|---|
| <b>Evaluation Contest</b><br><b>Contestant #1</b><br><br><b>Name:</b> _____<br><b>Please Print</b> | <b>Evaluation Contest</b><br><b>Contestant #2</b><br><br><b>Name:</b> _____<br><b>Please Print</b>  |
| <b>Evaluation Contest</b><br><b>Contestant #3</b><br><br><b>Name:</b> _____<br><b>Please Print</b> | <b>Evaluation Contest</b><br><b>Contestant #4</b><br><br><b>Name:</b> _____<br><b>Please Print</b>  |
| <b>Evaluation Contest</b><br><b>Contestant #5</b><br><br><b>Name:</b> _____<br><b>Please Print</b> | <b>Evaluation Contest</b><br><b>Contestant #6</b><br><br><b>Name:</b> _____<br><b>Please Print</b>  |
| <b>Evaluation Contest</b><br><b>Contestant #7</b><br><br><b>Name:</b> _____<br><b>Please Print</b> | <b>Evaluation Contest</b><br><b>Contestant #8</b><br><br><b>Name:</b> _____<br><b>Please Print</b>  |
| <b>Evaluation Contest</b><br><b>Contestant #9</b><br><br><b>Name:</b> _____<br><b>Please Print</b> | <b>Evaluation Contest</b><br><b>Contestant #10</b><br><br><b>Name:</b> _____<br><b>Please Print</b> |

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|---|--|
| <p><b>International Speech Contest Contestant #1</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>International Speech Contest Contestant #2</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
| <p><b>International Speech Contest Contestant #3</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>International Speech Contest Contestant #4</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
| <p><b>International Speech Contest Contestant #5</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>International Speech Contest Contestant #6</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
| <p><b>International Speech Contest Contestant #7</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>International Speech Contest Contestant #8</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
| <p><b>International Speech Contest Contestant #9</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>International Speech Contest Contestant #10</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> |

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|--|---|
| <p><b>Humorous Speech Contest Contestant #1</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>Humorous Speech Contest Contestant #2</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
| <p><b>Humorous Speech Contest Contestant #3</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>Humorous Speech Contest Contestant #4</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
| <p><b>Humorous Speech Contest Contestant #5</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>Humorous Speech Contest Contestant #6</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
| <p><b>Humorous Speech Contest Contestant #7</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>Humorous Speech Contest Contestant #8</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
| <p><b>Humorous Speech Contest Contestant #9</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>Humorous Speech Contest Contestant #10</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> |

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|--|---|
| <p><b>Tall Tales Speech Contest Contestant #1</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>Tall Tales Speech Contest Contestant #2</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
| <p><b>Tall Tales Speech Contest Contestant #3</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>Tall Tales Speech Contest Contestant #4</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p>  |
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| <p><b>Tall Tales Speech Contest Contestant #9</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> | <p><b>Tall Tales Speech Contest Contestant #10</b></p> <p>Name: _____<br/> <b>Please Print</b></p> <p>Title: _____<br/> <b>Please Print</b></p> |

## Notes