Speech Contest meeting flow is similar to a club meeting flow, with a Presiding Officer opening the meeting, handing it over to a Toastmaster, then closing the meeting. The Presiding Officer is typically either:

1. the Contest Chair
2. the Club President for a Club Contest
3. the Area Director for an Area Contest
4. the Division Director for a Division Contest

NOTE: elements of the flow below can and should be included in the printed Program Agenda

1. Prior to the start of the Contest
	1. Identify all of the attending dignitaries so they can be properly recognized. Find the most recent Dignitaries list on the [District 55 website](http://www.tmd55.org/planning-documents.html)
	2. **Identify and talk to the highest-ranking Club or District Officer attending the contest about him or her presenting the awards**
	3. Obtain a **brief** bio to introduce the Contest Toastmaster
2. Open the Meeting
	1. Call the meeting to order
	2. Introduce the person giving the invocation/inspirational thought and leading the Pledge of Allegiance if applicable
	3. Welcome all to the contest
	4. Recognize/introduce all dignitaries in the audience
	5. Introduce the Toastmaster

***The Toastmaster will conduct the contest with the exception of Contest Chair calling contestants to the stage. After the interviews are conducted, control of the meeting returns to you.***

1. Close the meeting
	1. Recognize and thank the Contest team members.

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| **Presiding Officer = Contest Chair**a. Contest Chair thanks the Contest teamb. Contest Chair introduces the Club officer/ Area Director/Division Director who will thank the Contest Chair | **Club Presiding Officer = Club President or Area Director or Division Director**a. Club President/Area Director/Division Director introduces the Contest Chair who thanks the Contest teamb. Club President/Area Director/Division Director thanks the Contest Chair |

1. Make any final announcements

***NOTE: You may have to fill the time until the Chief Judge and Ballot Counters return to the room with the results.***

1. Ask the highest-ranking Officer in attendance to present the awards as you announce the winners. (Get creative with Virtual Awards. Example: Highest ranking officer may simply say “Congratulations, name” which picture of trophy or “winner” artwork is displayed.)
2. Announce the winners using the filled-out Contest Winner Announcement Script provided by the Chief Judge. This script can be found on the [District 55 website](http://www.tmd55.org/forms-and-templates.html). If a disqualification occurred, state that before announcing the winners – **no names.** Announce the winners beginning with third place (if there are five or more contestants), then third place, second place and finally first place
3. Current rulebook states: After the conclusion of the contestant interviews, the contest chair announces the winners of the contest. 1. In contests with three (3) or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced. Winners will be announced in reverse order. 2. In contests with fewer than three (3) participants, a second-place winner (if applicable) and a first-place winner will be announced. Winners will be announced in reverse order. 3. Occasionally, a contest will be held with only one (1) contestant. In such cases, a contest must still be held, and the contestant must be disqualified if he or she does not meet the timing, originality, and eligibility requirements. *(Decide prior to event how announcement of winners will be handled.)*
4. Make any closing comments. 10 seconds maximum. **NO ANNOUNCEMENTS!**
5. Adjourn the meeting