This script has been updated in order to comply with the latest Speech Contest Rulebook. The text that is in quotes is intended to be read verbatim.

*If the contest event includes more than one type of contest or more than one entity (multi-club or multi-area), you will need to appropriately combine contest scripts. If any contestant is in more than one contest, it is important that contestant interviews take **place after the last contest of the event**. ** Please also note the new 2021 Contest Rule this year. When contestants are announced to present their evaluation, this will now be done by the Contest Chair, not the Toastmaster as in previous years ***

Prior to the start of the contest

A. **Attend the Contestants Briefing** *to obtain the speaking order and to learn how to pronounce all of the contestants' names. There is space provided within the text of this script to write in the speaking order and notes on pronunciation. You will also be given a Profile for each contestant to aid you in performing the Contestant Interviews.*

B. **Give the Presiding Officer information for your introduction as Toastmaster**. *Some examples are your club name, how long you have been a Toastmaster, and your Toastmaster education level and/or officer role.*

During the contest

1. *After being introduced by the Presiding Officer, open with brief remarks or a story.*

2. **State:** The contest will start with a timed 5-7 minute speech which is referred to as the "test speech" Evaluation contestants will then be moved to a breakout room and given five minutes to prepare their evaluations.

   When the five minutes are up, contestants will then be escorted into the room one at a time. Each contestant will then give a 2-3 minute evaluation of the test speech which will be judged by a panel of judges. Contestants may remain in the room after they have given their evaluations.

   The contestants and the judges have certified their eligibility. The Contest Chair and the Chief Judge have confirmed the eligibility of the contestants and the judges.

3.   *State:* The winner will represent the *(pick appropriate contest level)*

- Club at the Area _____ contest on _____.

- Area at the Division _____ contest on _____.

- Division at the District 55 contest on _____.

4.   *State:* These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our contestants.

- Please place all cell phones or other devices that make audible noises either off or on silent. Please mute yourself and remain muted unless you are asked to respond to the Contest Officials.

- No photography or screenshots of the contestants are allowed during contestant speeches. Please put away cameras, smartphones, tablets, all devices that can take pictures. There will be photo opportunities after the speeches. Video recording is allowed only if the contestant and the Contest Chair have given their approval in advance. The Zoom host will record the contest at the direction of the Contest Chair.

- Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the main Zoom room or from public chatting. It is advised that chatting be discontinued during the speeches or moments of silence. If you must leave, please do so during the times of silence between contestant speeches. The sergeant-at-arms will not allow anyone to enter the room during a contestant's speech. Members of the audience are asked to stop sharing video during the contest, with the exception of the Timer.

5.   *Ask:* Mister / Madam Contest Chair, have all the contestants been briefed, are all the contestants present, and are we ready to proceed with the contest?

   Wait for a verbal affirmative reply.

6.   *Ask:* Mister / Madam Chief Judge, have all the Contest Officials been briefed and are we ready to proceed with the contest?

   Wait for a verbal affirmative reply.

7.   *State:* In order to allow the judges time to mark their judging forms, we will have one minute of silence after each contestant's evaluation and we will have silence

after the last contestant's evaluation until all the ballots have been submitted to the Chief Judge.

8.   ***Ask:*** Time Keepers, will one of you signal me when one minute has elapsed between contestant evaluations?

   Wait for a verbal affirmative reply.

9.   ***State:*** The speaking order for the contest was determined earlier by having our contestants draw for position. The order for the contest will be:

   1. Name   _____

   2. Name   _____

   3. Name   _____

   4. Name   _____

   5. Name   _____

   6. Name   _____

   7. Name   _____

   8. Name   _____

10.   ***State:*** I will introduce the test speaker only by name and speech title, then I will repeat speech title and name. Please turn off video at this time, with the exception of the Timer and test speaker.

11.   ***Ask:*** Are there any questions? If not, the Evaluation contest will now begin.

12.   ***Introduce the test speaker only with name, title… title, name***

   Name   _____

   Title: _____

13.   ***At the conclusion of the test speech, say:*** Zoom host, will you please open the breakout room for contestants? One Sergeant-at-Arms and one timer, please escort all of the contestants to the breakout room for the five-minute preparation time.

14. ***After the contestants have left the main Zoom room, address the test speaker for their interview.*** *Present the speaker with a virtual Certificate of Thanks, and interview him/her. Sample questions: A) which club(s) s/he belongs to, B) how long s/he has been in Toastmasters, and C) an open-ended question from the speech. Ask the audience to unmute to applaud the test speaker. Dismiss the test speaker with thanks.*

    You may need to fill the time until the five minutes are up. Consider making brief announcements that will not exceed the time.

15. ***When the five-minute preparation time is over, state:*** Please remember to mute yourself if you had unmuted, no photography, refrain from leaving the room, and honor the periods of silence after each evaluation. Each contestant will be introduced only by announcing his or her name twice. The evaluations will now begin. Please turn off video at this time, with the exception of the Timer and first contestant.

16. ==*(Contest Chair takes control for this portion)* Referring to the speaker list on page three==, *address the first contestant by saying "Name, are you ready?" Wait for a verbal response. This allows the chair and the speaker to confirm that audio and video are working correctly and that the speaker is unmuted. Once confirmed, introduce contestants with only "Name… name" – No other words.*

17. ***After all but the last evaluation, state:*** One minute of silence please.

18. ***After last evaluation, state:*** We will now have silence until all the ballots have been received by the Chief Judge. Please be patient as this may take several minutes.

    - *Wait until the Chief Judge states that all ballots have been collected before proceeding,*

    - *Note: For a multi-contest event, interviews are to be held after the last contest is conducted. If this is NOT the last contest, skip the remaining steps in this script and proceed with the next contest.*

19. ==*(Toastmaster takes control from Contest Chair.)* **Ask:**== Will all contestants please turn on video at this time?

    Ask the audience to unmute to cheer and applaud for contestants.

20. ***Contestant Interviews:*** *Present each contestant with a Virtual Certificate of Participation, and interview each contestant. Sample questions: A) which club s/he represents, B) how long s/he has been in Toastmasters, and C) an open-ended question from the speech or about one of his/her interests or hobbies from the Biography form.*

21. *Dismiss the contestants with applause, make final remarks, and then return control to the presiding officer.*