District 48 - Contest Script

PROTOCOL

* Fairness, impartiality, and lack of bias – whether actual or perceived – are of vital importance, thus:
	+ ***The Contest Master should not make any comments about a contestant and/or his/her speech (e.g. “that was a great speech” or “I can relate to that speech” or “that’s a DTM quality speech”, etc.).***
	+ Contestants’ designation (e.g. CC, ACB, DTM, etc.), club, previous contest experience, time as a Toastmaster, etc. should not be referenced by voice (e.g. during the Toastmaster’s remarks) or by writing (e.g. included in the program) nor shall they be displayed on any name badge that a contestant may wear.
* Contestants should always be introduced exactly as the rules state (e.g. name, speech title, speech title, name)
* There are certain customs that, while not official rules, are observed by the district and should be followed to prevent objections and maintain harmony:
	+ Judges should remain anonymous and shall not be named verbally (e.g. thank you to Bob, Tom, and Jane who helped judge) or in writing (e.g. acknowledgements in the program).
	+ The Chief Judge should be called upon to read selected rules to benefit the contestants and the observers.
	+ The Chief Judge should be called upon to decide or clarify any issues or anomalies that arise (e.g. eligibility of contestant who arrives late, timing problems, etc.). A good Chief Judge should have the knowledge and experience needed to make a correct, fair, and impartial decision and the Chief Judge’s authority is recognized to make these decisions whereas other meeting participants (e.g. Toastmaster, Sgt-at-Arms, Timers, etc.) generally are not viewed to have that authority.
* Regardless of the level of planning, most contests have quirks that require some flexibility in the program (e.g. judging takes longer than expected, paperwork gets misplaced, etc.). The Toastmaster should make allowances for this and prepare a couple ways to burn time (e.g. a couple jokes, etc.). While keeping things flowing is important, it is more important that the essentials of protocol be maintained (e.g. proper order, correct timing, proper introductions, etc.). **If there is a question of how to proceed or what to do the Contest Master should consult with the Contest Chair (programmatic, timing, and/or style issue) and/or Chief Judge (technical and/or rule issue).**

Sargent At Arms: [calls meeting to order]

Contest Master: [makes opening remarks]

* Welcome the audience but keep remarks brief – you may even want to acknowledge the importance of people’s time as a reason for keeping things brief
* Ask audience to turn off any device that makes noise.
* Remind members of the audience to refrain from leaving or entering the room while people are speaking.

Contest Master: We will now have the Humorous Speech Contest. Before we begin the Humorous Speech Contest, I would like to introduce the Chief Judge to briefly review some of the rules for the benefit of the contestants and audience. Our Chief Judge tonight is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Chief Judge: [reviews rules and states: “Let the contest begin”.]

Contest Master: Thank you Madame Chief Judge – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contest Master: I will now give the speaking order for the Humorous Speech Contest:

Contestant No.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Contest Master: We will proceed with the Humorous Speech Contest.

As a reminder, we will observe **1** minute of silence between each contestant. Timers, when I call for **1** minute of silence after each contestant, please signal me with the green light when one minute is up. After all contestants have spoken, the judges will have all the time they need to complete their ballots.

We will now begin the Humorous Speech Contest.

Please welcome our first contestant:

[Announce name of Contestant #1]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Contestant #1]

Contestant #1: [Contestant #1 will deliver his/her speech]

Contest Master: May we have **1** minute of silence (signal timer) while the judges mark their ballots.

{Wait for **1** minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Contestant #2]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Contestant #2]

Contestant #2: [Contestant #2 will deliver his/her speech]

Contest Master: May we have **1** minute of silence (signal timer) while the judges mark their ballots.

{Wait for **1** minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Contestant #3]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Contestant #3]

Contestant #3: [Contestant #3 will deliver his/her speech]

Contest Master: May we have **1** minute of silence (signal timer) while the judges mark their ballots.

{Wait for **1** minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Contestant #4]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Contestant #4]

Contestant #4: [Contestant #4 will deliver his/her speech]

Contest Master: May we have **1** minute of silence (signal timer) while the judges mark their ballots.

{Wait for **1** minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Contestant #5]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Contestant #5]

Contestant #5: [Contestant #5 will deliver his/her speech]

Contest Master: May we have **1** minute of silence (signal timer) while the judges mark their ballots.

{Wait for **1** minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Contestant #6]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Contestant #6]

Contestant #6: [Contestant #6 will deliver his/her speech]

Contest Master: May we have **1** minute of silence (signal timer) while the judges mark their ballots.

{Wait for **1** minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Contestant #7]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Contestant #7]

Contestant #7: [Contestant #7 will deliver his/her speech]

Contest Master: May we have **1** minute of silence (signal timer) while the judges mark their ballots.

{Wait for **1** minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Contestant #8]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Contestant #8]

Contestant #8: [Contestant #8 will deliver his/her speech]

Contest Master: May we have **2** minutes of silence (signal timer) while the judges mark their ballots.

{Wait for **2** minutes of silence before announcing next contestant}

Contest Master: Everyone please remain silent for the judges to complete their ballots and the ballots have been collected by the Vote Counters.

{Chief Judge picks up the timer’s report and the tie breaker ballot then leaves the room with the ballot counters to tabulate the results.}

{Lead applause when the Chief Judge and Ballot Counters exit the room.}

Contest Master: Let’s get to know our contestants. Please hold your applause until all contestants have been introduced.

[Invite the contestants to the stage.]

[Ask each contestant:

* How long have you been in Toastmasters?
* What club are you representing?
	+ Why did you join TM? **Or**
	+ What is your favorite thing about TM? **Or**
	+ Share your favorite speaking tip. **Or**
	+ What is one challenge that you are still working on?]

{Present the Participation Certificate to the contestant and shake his/her hand. Thank the contestant.}

{Repeat the questions and the certificate presentation for all contestants.}

{After all contestants have been interviewed, lead the applause and ask contestants to return to their seats.}

At this time I would like to call District Director Robyn Featherston, to the lectern to help present the awards. Please help me welcome Robyn Featherston, DTM.

{Lead the applause.}

Award Presenter: The 1st, 2nd, and 3rd place winners will need to see the contest Chief Judge following announcement of winners in order to complete necessary paper work

 And now the moment we have all been waiting for. The announcement of the winners. . .

**Guidelines for Announcing Winners**

* Announce any time disqualifications but **do not** announce who was disqualified.
* If there are four or fewer participants in the contest **only** announce the second and first place winners.
* Read the winner information exactly as printed on form.
* Read the winners in reverse order (third, second, first).
* Make no more comments or announcements following the announcement of winners.

 This contest is adjourned!