

Contest Chair (Area Director)

For District 29 contests, the Contest Chair is the Area Director. One or more Area Directors in the same Division may partner to run a contest. Plan with the Program Quality Director, Division Director and other Area Directors within the Division to determine which Areas can partner together, and to determine the day and time of the contest.

A. Preparation for the Contest

These steps must be completed over 2 weeks before the scheduled date for the contest.

- Work with your partner Area Director(s) to identify members of the Contest Team (see B. Contest Team Selection Checklist).
 - Candidates for elected District leader positions for the term beginning the subsequent July 1 are ineligible to serve as a contest official or as a test speaker at the Area, Division, or District level. (Speech Contest Rules Section 2F.)
- Share your contest date with your clubs as soon as your date is selected.
- Select your location that can accommodate 40-60 people.
- Make arrangements for refreshments and food.
- Determine the timing device (red/yellow/green lights or PowerPoint and a monitor) and also bring paper cards as a backup.
- Bring enough small or letter size envelopes (at least 25) for the judges to place their ballots for each contest.
- Encourage your clubs to organize a club contest so the contestants have experience competing before they reach the Area contest.
- Confirm with your Division Director how many contestants each club can send to the Area contest.
- Request assistance from the clubs to fill roles in the contest (e.g., Ballot Counter, Timer, etc.).
- Advertise the date of the contest with the District 29 Public Relations Team.
- To be eligible to compete in the International contest, a contestant must:
 - a) Be a paid member of a club in the area, division, and district in which he or she is competing.
 - b) The club must also be in good standing.
 - c) A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
 - d) Not be disqualified or deemed ineligible to compete at any previous level. (See the current [Speech Contest Rulebook](#), Section 2, Eligibility)
 - e) Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award. However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest.
- Toastmasters International speech contest forms are available for download at: <https://www.toastmasters.org/resources/speech-contests>:
 - Speech Contest Rulebook (Item 1171)
 - Speaker's Certification of Eligibility and Originality (Item 1183)

- Speech Contestant Profile (Item 1189)
- Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
- Judge's Guide and Ballot for International Speech Contest (Item 1181)
- Judge's Certification of Eligibility and Code of Ethics (Item 1170)
- Counter's Tally Sheet (Item 1176)
- Tiebreaking Judge's Guide and Ballot for International Speech Contest (Item 1181a)
- Speech Contestant Profile (Item 1189)
- Notification of Winners (Item 1182)
- Results Form (Item 1168)

B. Contest Team Selection Checklist

These steps must be completed over 2 weeks before the scheduled date for the contest.

NOTE: Last minute changes to the contest team may occur, changes to the Contest Master and Chief Judge roles **must** be reported to the Program Quality Director (PQD) as soon as possible.

- Identify a Contest Master:
 - District 29 Contest Masters for an Area contest must have experience serving as a Contest Master for an Area contest.
 - Confirm the selection with the District 29 PQD (pqd@tmd29.org) and include the Division Director in the email, as soon as the selection is confirmed.
 - The selection must be confirmed at least 2 weeks prior to the contest.
 - In District 29, the Contest Master should not be a Contest Chair in the same contest.
 - Share this document with the Contest Master.
- Identify a Chief Judge:
 - Confirm the selection is eligible to be a Chief Judge [see Judge's Certification of Eligibility and Code of Ethics (Item 1170)]
 - Confirm the selection with the District 29 PQD (pqd@tmd29.org) and include the Division Director in the email, as soon as the selection is confirmed.
 - The selection must be confirmed at least 2 weeks prior to the contest.
 - Send the Judge's Certification of Eligibility and Code of Ethics (Item 1170) form to the selection.
 - Confirm that the Chief Judge will find a Tie Breaking Judge.
 - Share this document with the Chief Judge.

- Identify 5 Judges
 - Confirm the selection is eligible to be a Judge [see Judge's Certification of Eligibility and Code of Ethics (Item 1170)]
 - The selection must be confirmed at least 2 weeks prior to the contest.
 - Send the Judge's Certification of Eligibility and Code of Ethics (Item 1170) form to each Judge. Request that the forms are returned as soon as possible and share the forms with the Chief Judge.
 - Send the Judge's Guide and Ballot for International Speech Contest (Item 1181).
- Identify 2 Timers
 - The selection must be made at least 2 weeks prior to the contest, but earlier is preferred.
 - Send the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175).
- Identify at least 2 Sergeants at Arms (SAA)
 - The selection must be made at least 2 weeks prior to the contest, but earlier is preferred.
 - Share this document with the Sergeants at Arms.
 - You must have at least one SAA at each entrance/exit to the main room and one SAA in the breakout room.
- Identify 2 Ballot Counters
 - The selection must be made at least 2 weeks prior to the contest, but earlier is preferred.
 - Send Counter's Tally Sheet (Item 1176).

C. Within 2 weeks before the contest

- Determine who is going to pick-up food and drinks.
- Print the following forms and bring to the contest:
 - (5) Speaker's Certification of Eligibility and Originality (Item 1183)
 - (5) Speech Contestant Profile (Item 1189)
 - (5) Judge's Certification of Eligibility and Code of Ethics (Item 1170)
 - (5 for each Area) Judge's Guide and Ballot for International Speech Contest (Item 1181)
 - (6 for each Area) Envelopes for the Judges' and Tiebreaking Judge's ballots
 - (1 for each Area) Tiebreaking Judge's Guide and Ballot for International Speech Contest (Item 1181a) and give to the Chief Judge
 - (1 for each Area) Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
 - (2 for each Area) Counter's Tally Sheet (Item 1176)
 - (1 for each Area) Notification of Winners (Item 1182)
 - (1 for each Area) Results Form (Item 1168)
 - (1) District 29 Protocol list
 - Certificates of Participation for each contestant

- 1st, 2nd, and 3rd place certificates for the contest
- Program/agenda print enough copies each person who attends the contest
- Paper backup of red/yellow/green timing cards in case the timing device doesn't work
- Email each contestant a copy of the Speaker's Certification of Eligibility and Originality (Item 1183) and Speech Contestant Profile (Item 1189), ask them to print and bring a copy to the contest.
- Email each judge a copy of Judge's Certification of Eligibility and Code of Ethics (Item 1170) form, and ask them to print and bring a copy to the contest.
- Let the contestants and team members know what time they need to arrive at the contest for the briefings.
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- Ask the Contest Master to share the International question with the Contest Chair to ensure the question is not too complex and can be understood by all International contestants.

D. Contestant and Judge Briefings

Contestant and Judge briefings are required to be held before the contests. The briefings occur in-person prior to the contests.

- Remind all contest team members and the contestants to arrive 30-45 minutes before the scheduled start time of the contest.
- Contact any contest team member or contestant who has not arrived by 10 minutes before the briefing.

E. Contest

- At the agreed check-in time ensure the team members and contestants are in their briefing areas.
- Tell the Contest Master and Chief Judge when everyone has arrived. Inform the Contest Master, Chief Judge, and SAAs if there are any changes (e.g., a contestant dropped out of the contest, a contest team member was replaced, etc.).
- At the start time, if everyone has arrived and the contest team is ready to go, let the SAA know that it is time to start the contest.

Contest Master

A. Preparation for the Contest

What to do 2 weeks before the contest:

- review the rulebook
- review the briefing information
- review the script

B. Contestant Briefing

International contestant rules:

- To be eligible to compete in the International contest, a contestant must:
 - a) Be a paid member of a club in the area, division, and district in which he or she is competing.
 - b) The club must also be in good standing.
 - c) A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
 - d) Not be disqualified or deemed ineligible to compete at any previous level. (See current [Speech Contest Rulebook](#), Section 2, Eligibility)
 - e) Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award.
- Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which paid membership is held.
 - No contestant can compete in **more than one Area** speech contest of a given type, even if the two areas are in different divisions or districts.
- 25% or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be identified during the presentation.
- Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.
- Contestants must remove any identifying badges, etc. which would show the contestants' achievements or club information.

Contestant Briefing Information:

The briefing may start when the Contest Master is in room with all the contestants.

- The first step is the selection of the speaking order. Suggestions for drawing for speaking order include:
 - The Contest Master writes down a number from 1 to 100 on a piece of paper. Each contestant sends a number from 1 to 100 via private chat to the Contest Master. Whoever's number comes closest to the TM's number goes first and so on.
 - The Contest Master uses playing cards, one number (e.g., 2, 3, 4, etc.) for each contestant. The Contest Master displays cards on the webcam so contestants cannot see the card. Contestants, one by one, pick a card and then the Contest Master reveals who is first, second and so on.

NOTE: Draw for speaking position for each Area separately if this a multi-Area contest.

- The Contest Master verifies the pronunciation of each contestant's name. Write down a phonetic spelling of each first and last name, if necessary.
- Share the speaking area on stage to ensure that each contestant knows the boundaries.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. Make sure the contestants see how the timer will be displaying the timing cards, this can be done either during the Contestant Briefing or when the contestants return to the main room after the briefing.
- There will be one (1) minute of silence between contestant speeches, during which voting judges and the Tiebreaking Judge will mark their ballots. All voting judges and the Tiebreaking Judge will judge all contestants, the Chief Judge does not.
- Review the Additional Information for the Briefing with the contestants.
- Ask if there are any questions.

Additional Information for the Briefing:

- Contestants who plan to use props must notify the contest chair prior to the contest. All props must be set up during the one minute of silence prior to the contestant's speech and removed from the stage in the one minute of silence following the speech. The contestant must demonstrate to the contest chair prior to the contest that the props can be set up and removed in the allotted times. If a contestant is unable to demonstrate this, the props cannot be used during the contest.
- Protests are limited to eligibility, originality, and reference to another contestant's speech, and may only be lodged by voting judges and/or contestants. Any protest must be lodged with the Chief Judge and/or Contest Chair prior to the announcement of the winner(s) and alternate(s). The Chief Judge, Contest Chair, voting judges, and contestants must not consider protests from audience members. Before a contestant can be disqualified on the basis of originality, or for referencing another contestant's speech, the contestant must be given an opportunity to respond to the voting judges. Most of the voting judges must concur in the decision to disqualify. The Contest Chair can disqualify a contestant based on eligibility. All decisions of the voting judges and qualifying judges are final.
- If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.
- If the primary contestant is not present when the Contest Master is introduced at the beginning of the contest, the primary contestant is disqualified and the alternate officially becomes the contestant.
- Should the primary contestant arrive after the briefing, but before the Contest Master is introduced, the primary contestant is permitted to compete, providing the primary contestant:
 - Reports to the Contest Chair upon their arrival.
 - Provides all required paperwork before the Contest Master is introduced to begin the contest.
 - Waives the opportunity of a briefing.

C. Contest

Follow the Area International Speech script when it is time to begin the contest.

Chief Judge

A. Preparation for the Contest

What to do 2 weeks before the contest.

- Contestants will be asked to print and bring the completed forms to the contest. The Contest Chair will have extra copies of the forms.
- The Contest Chair will email the Judge's Certificates of Eligibility to the judges and ask they print and bring the completed forms to the contest. The Chief Judge collects the forms from all Judges and confirms they are eligible to serve. The Contest Chair should have extra copies of the forms.
 - All Judges, including the Chief Judge, in the Area contest must be a paid member for a minimum of six months.
 - All Judges, including the Chief Judge, in the Area contest must have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience, or completed a minimum of six speech projects in the Competent Communication Manual. Only members who joined Toastmasters prior to the rollout of Pathways in their region (11/1/2017) can apply speeches from the Competent Communication Manual for eligibility as a voting judge.
 - At the Area contest, there shall be an equal number of voting judges from each club in the area **OR** a minimum of five voting judges.
- Select a Tiebreaking Judge
 - Request that the Tiebreaking Judge complete and return the Judges Certificate of Eligibility PRIOR to the contest.
 - Make sure the Tiebreaking Judge has a copy of the Tiebreaking Judge's Guide and Ballot for International Speech Contest (Item 1181a) and explain how to fill out the ballot.
 - **The Tiebreaking judge does not attend the briefing.**
 - During the contest, the Tiebreaking Judge provides his/her ballot or 'rankings' directly to the Chief Judge.
- Review the script.

B. Judge's Briefing

The Judges, Timers, Ballot Counters, and Sergeant at Arms are included in the Judge's briefing, which should happen in the breakout room. The Tiebreaking judge does not attend the briefing.

- Contest officials must not serve in more than one (1) role for the same contest at the Area level (when practical).

Judge's Code of Ethics

Judges will consciously avoid bias of any kind in selecting first, second, and third place contestants. They will not consider any contestant's club, area, division or district affiliation nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate utmost objectivity.

Judges will not time the speeches and will not consider the possibility of under or over time when judging a contestant's speech.

Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

a. During the briefing, cover the following information with the Judges:

- Judges must ensure that they can see and hear the contestant. They should pick a seat that is not obstructed.
- Judges are not to be concerned about timing; this is handled by the Timers.
- Advise the Judges that if the contestant steps outside of the speaking area, the contestant is not disqualified. At the judge's discretion, the contestant may receive fewer points in the delivery portion of the criteria. The Speaking Area is established by the Contest Master and Chief Judge.
- Review the Judge's Guide and Ballot with the judges and explain the judging criteria:
 - Content 50% - includes speech development and effectiveness
 - Delivery 30% - includes physical appearance, body language, and voice
 - Language 20% - includes appropriateness and correctness
- No ties by judges are allowed on the ballots. If there is a tie, the ballot will not be counted. Judges must break their own ties.
- Review the Judge's Code of Ethics with the judges and ask if they understand it.
- The Chief Judge may share the [Judge's Briefing videos from Toastmasters](#) with the judges to be considered a Judge's Briefing.
- Protests are limited to eligibility and originality and shall only be lodged by voting judges and contestants. Any protest shall be lodged with the Chief Judge and/or Contest Chair prior to the announcement of the winners. Before a contestant can be disqualified based on originality, the contestant must be given an opportunity to respond to the voting judges. Most of the voting judges must concur in the decision to disqualify.
- Contestants are advised that the decisions of the Judges are final, and once the announcements are made, the decision is also final.
- Instruct the Judges that when the contest is complete they will have all the time they need to mark their ballots. Tear off the bottom of the form, fold it and hold up for a Ballot Counter to collect.

- Collect – before the contest:
 - Judge’s Certification of Eligibility and Code of Ethics (Item 1170) for each judge and the tie-breaking judge
- Distribute – before the contest:
 - (5 for each Area) Judge’s Guide and Ballot for International Speech Contest (Item 1181)
 - (1 for each Area) Tiebreaking Judge’s Guide and Ballot for International Speech Contest (Item 1181a) and give to the Chief Judge
 - (1 for each Area) Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
 - (2 for each Area) Counter’s Tally Sheet (Item 1176).
- Chief Judge will not collect the ballots (except for the Tiebreaking Judge).
- Chief Judge will ensure all ballots, time records, and counter tally sheets are destroyed after the contest.
- Ask if there are any questions.

For a COMBINED (multiple Area) contest:

- Each Area contest will be judged as a separate contest. Confirm that the Judges use a separate ballot for each Area.
- The first Area contest will be completed and THEN the second Area contest will begin. This continues until all Area contests are complete.
- Judges will be given (1) minute of silence after each contestant and will be given all the time they need at the end of each Area contest. Each Judge should tear off the bottom of the form, place in appropriate Area Contest envelope, and hold up their ballot when finished for a Ballot Counter to collect.
- Judges should try not to compare the contestants from the different Areas when judging.
- When all contestants of all contests are finished, the Chief Judge, and Ballot Counters will be invited to a breakout room. In the breakout room, the Ballot Counters will tally each ballot and select the 1st, 2nd, and 3rd place winners for each Area Contest.

b. During the briefing, cover the following information with the Sergeant at Arms (SAAs):

- Determine which SAA will open and close the contest, and make sure they have a copy of the script.
- The SAAs will keep track of the contestants and will make sure the next contestant is ready to take the stage during the one minute of silence.
- One SAA will stand at each door in the main room to prevent people from entering or exiting when a contestant is speaking.
- SAAs do not join the Judge’s breakout room at the end of each contest.

c. During the briefing, cover the following information with the Timers:

- Make sure the timers have timing lights and backup timing cards.
- Instruct timers on the process for timing:
 - Each uses a stopwatch to time the contest.
 - One uses a signaling device to display the green, yellow, and red colors and signals to the contestant at appropriate times during the speech.
 - The other maintains and delivers to the Chief Judge the written record of elapsed time on the Speech Contest Time Record Sheet and Instruction for Timers (Item 1175).
 - International Speech contest speeches shall be from five (5) to seven (7) minutes. The green signal will be displayed at five (5) minutes and remain displayed for one (1) minute. The yellow signal will be displayed at six (6) minutes and remain displayed for one (1) minute. The red signal will be displayed at seven (7) minutes and remain displayed until the speech is concluded.
 - A contestant will be disqualified if the speech is less than four (4) minutes and thirty (30) seconds or more than seven (7) minutes thirty (30) seconds.
- Timers **may not** tell a contestant their time. Only the Chief Judge can tell a contestant their time.
- The Chief Judge will collect the timer sheets and quickly scan the sheets to ensure it is legible and that the timings were not wildly different. Timers will join the breakout room only if requested by the Chief Judge.

d. During the briefing, cover the following information with the Ballot Counters:

- To prevent any confusion with the judges, the Ballot Counters that ballots will be collected at the end of each Area contest, even if there is only 1 contestant.
- Ballot Counters will notify the Chief Judge when all ballots are collected at the end of each Area contest. This can be done by nodding or by holding up the collected envelopes.
- Ballot Counters are to join the breakout room once all of the contests are complete.
- The Tiebreaking judge will give his/her ballots to the Chief Judge.
- The tabulation procedure begins once all ballots have been received (including the Tiebreaking Judge's ballots). This is the tabulation procedure:
 - The Ballot Counter who received the votes will tabulate the results of the contest using the Counter's Tally Sheet (Item 1176).
 - One tally sheet is used for each Area contest.
 - On the Counter's Tally Sheet, each contestant receives points for being ranked 1st, 2nd, or 3rd place on a judge's ballot.
 - Three points are scored for each first-place ranking
 - Two points are scored for each second-place ranking
 - One point is scored for each third-place ranking
 - Once all points are entered, the Ballot Counters compute the total points for each contestant and enter the totals on the bottom of the Tally Sheet.
 - Point totals must be verified by all Ballot Counters before results are entered on the sheet.

- Contestants are then ranked at the bottom of the ballot according to number of points scored.
- The Chief Judge advises whether any of the contestants are disqualified due to being under or over time. Those contestant(s) score(s) will be marked as disqualified.
- In the event of a tie, the Chief Judge will consult the Tiebreaking Judge's ballot. **The tied contestant who received the highest ranking on the Tiebreaking Judge's ballot will gain the contested place and any other tied contestants will be ranked in order behind that contestant.**
- Once the results have been tabulated and verified, a Ballot Counter records the names of the winners on the Notification of Contest Winner form and the Contest Results form. The Chief Judge receives the Notification of Contest Winner form and the Contest Results is given to the Contest Chair so the certificates can be prepared for the awards section of the program.
- All ballots and the Tally Sheet will be kept by the Chief Judge until after the winners have been announced. After the winners have been announced, the Chief Judge will destroy all ballots, the timing record, and the Tally Sheet.

C. Contest

- After the Contest Master calls out the speaking order of the contestants, each Judge should write the names at the top of the form according to the speaking order.
- At the end of each Area contest, each Judge will have all the time they need to mark their ballots. Judges will tear off the bottom of the form and place in a small envelope for a Ballot Counter to collect. Do not rush the Judges, but the next Area contest will not begin until the Chief Judge lets the Contest Master know that the Judges are finished and ready to move to the next contest.
- When all contestants of all contests are finished, the Chief Judge, Timers, and Ballot Counters will be invited to the breakout room.

D. After the Contest(s)

The Chief Judge MUST fill out Notification of Winners (Item 1182) in its entirety including positions of ALL contestants

- Send the Notification of Winners to the Program Quality Director, Kimberly Choplin (pqd@tmd29.org).

Area International Contest Script

Sergeant at Arms #1:

Smile, look at the audience and then proclaim:

Good morning/ Good afternoon/ Good evening fellow Toastmasters and distinguished guests.

Welcome to the District 29, Division __, Area __, Area __, Area __, and Area __
International Speech contests.

My name is _____ and I am the Sergeant at Arms for today's contests.

At this time, I would like to welcome our hosts,

Area	Director	_____	,
Area	Director	_____	,
Area	Director	_____	,
Area	Director	_____	,
and Area	Director	_____	.

Please welcome to the stage Area _____ Director _____ to read the protocol list.

Area Directors:

One Area Director announces the protocol list.

I would now like to acknowledge the dignitaries who are in attendance.

Read the District 29 Protocol List. Only announce people on the list who are in attendance at the contest.

Ask "did I miss anyone?"

One Area Director introduces the Contest Master

I would now like to introduce our Contest Master _____

NOTE: Once the Contest Master is introduced, any contestants who arrive after this point are disqualified from the contest.

Contest Master:

Fellow Toastmasters and guests, welcome to the Area __, Area __, Area __, and Area __ International Speech contests.

I would like to express my sincere appreciation for the courageous contestants who entered our contest today.
or something like this

Here is a brief explanation of the International Speech contest procedures:

We have a combined Area Contest

Area __ will go first, and after all ballots for that contest are collected, we will begin the next Area contest.

All of the contestants are permitted to stay in the room during the contest.

I will introduce each speaker by stating their name, the speech title, the speech title again, and their name again.

After each contestant, there will be one (1) minute of silence for the judges to mark their ballots.

When the last contestant from the first Area is finished, the contest will pause and the judges will be given as much time as they need to complete their ballots. Then we will proceed with the next Area contest. This will be repeated for each Area.

Now it is time to introduce our Chief Judge _____
to go over the contest protocol.

Chief Judge:

Thank you, Madam/Mister Contest Master.

All contestants, judges, and contest officials have been fully briefed.

All contestants are eligible to compete.

Even though the Area __, Area __, Area __, and Area __ contests are being held together today, each of these contests is a separate contest and will be conducted as such as much as possible.

Now for the Rules of Common Courtesy:

- The audience must not interrupt the speaker while competing.
- To avoid distracting the speakers and judges, PLEASE turn off or silence your mobile devices, including phones, smart watches, or any other device that may vibrate or make a noise..
- The Sergeant at Arms will secure the doors when the contest begins. Members of the audience will only be permitted to leave or enter the room during the one minute of silence or at the end of each Area contest.
- No photographing or recording of the contestants is allowed while they are speaking, unless they have given advanced approval.

Are there any questions?

Madam/Mister Contest Master, let the contest begin!

Contest Master – International Speech:

Thank you, Madam/Mister Chief Judge!

**** BEGIN EACH AREA CONTEST HERE ****

For Area _____ the speaking order is:

Introduce the contestants for the first Area then conduct the contest. After the judges ballots are collected you can introduce the contestants for the next Area.

Give the speaking order slowly and repeat it, as the judges need to write the contestants names on their ballots. This will need to be repeated for each area participating.

1st

2nd

3rd

4th

5th

6th

7th

8th

We will now begin the Area _____ contest.

Will the first contestant please come forward.

D29 Area International Speech Contest Guide and Script (In-person contest)

*[If there are multiple contestants in an Area contest, use the script on this page for all except the last contestant.
Skip to the next page if there is only one contestant in the Area contest.]*

Contestant # 1

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

We will now have one minute of silence while the judges mark their ballots.

During the minute of silence lead the silence. Stand quietly. The audience will take their cue from you.

When the minute is up just introduce the next contestant.

[REPEAT this page for each contestant in the Area contest.]

Contestant # 2

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

We will now have one minute of silence while the judges mark their ballots.

During the minute of silence lead the silence. Stand quietly. The audience will take their cue from you.

When the minute is up just introduce the next contestant.

[REPEAT this page for each contestant in the Area contest.]

D29 Area International Speech Contest Guide and Script (In-person contest)

*[Use this page for the last contestant for each Area contest.
(See the next page for last contestant for the last Area.)]*

Contestant # _____

Introduce the contestant and speech title.

(Name) _____

(Speech Title) _____

(Speech Title) _____

(Name) _____

When the contestant is finished:

After the last contestant, give the judges all the time they need to complete their ballots and have them collected by the Ballot Counters.

The judges will now have all the time they need to complete their ballots.

Do not say any more than that. Do not give the judges instructions on what to do with their ballots. The judges need silence to mark their ballots. Also, do not ask if all the ballots have been collected. If someone has not finished, it puts pressure on them.

[STOP HERE] Until the Chief Judge signals that the judges' ballots have been collected.

The Area _____ International Speech contest is now adjourned.

SECOND AREA CONTEST

We will now begin the Area _____ contest.

Will the first contestant please come forward.

*[If there are multiple contestants in an Area contest, use the
script on this page for all except the last contestant.
Skip to the next page if there is only one contestant in the Area contest.]*

Contestant # 1

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

We will now have one minute of silence while the judges mark their ballots.

During the minute of silence lead the silence. Stand quietly. The audience will take their cue from you.

When the minute is up just introduce the next contestant.

[REPEAT this page for each contestant in the Area contest.]

Contestant # 2

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

We will now have one minute of silence while the judges mark their ballots.

During the minute of silence lead the silence. Stand quietly. The audience will take their cue from you.

When the minute is up just introduce the next contestant.

[REPEAT this page for each contestant in the Area contest.]

[Use this page for the last contestant for each Area contest.

(See the next page for last contestant for the last Area.)]

Contestant # _____

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

After the last contestant, give the judges all the time they need to complete their ballots and have them collected by the Ballot Counters.

The judges will now have all the time they need to complete their ballots.

Do not say any more than that. Do not give the judges instructions on what to do with their ballots. The judges need silence to mark their ballots. Also, do not ask if all the ballots have been collected. If someone has not finished, it puts pressure on them.

[STOP HERE] Until the Chief Judge signals that the judges' ballots have been collected.

The Area _____ International Speech contest is now adjourned.

THIRD AREA CONTEST

We will now begin the Area _____ contest.

Will the first contestant please come forward.

*[If there are multiple contestants in an Area contest, use the
script on this page for all except the last contestant.
Skip to the next page if there is only one contestant in the Area contest.]*

Contestant # 1

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

We will now have one minute of silence while the judges mark their ballots.

*During the minute of silence lead the silence. Stand quietly. The audience will take their
cue from you.*

When the minute is up just introduce the next contestant.

[REPEAT this page for each contestant in the Area contest.]

Contestant # 2

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

We will now have one minute of silence while the judges mark their ballots.

During the minute of silence lead the silence. Stand quietly. The audience will take their cue from you.

When the minute is up just introduce the next contestant.

[REPEAT this page for each contestant in the Area contest.]

[Use this page for the last contestant for each Area contest.

(See the next page for last contestant for the last Area.)]

Contestant # _____

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

After the last contestant, give the judges all the time they need to complete their ballots and have them collected by the Ballot Counters.

The judges will now have all the time they need to complete their ballots.

Do not say any more than that. Do not give the judges instructions on what to do with their ballots. The judges need silence to mark their ballots. Also, do not ask if all the ballots have been collected. If someone has not finished, it puts pressure on them.

[STOP HERE] Until the Chief Judge signals that the judges' ballots have been collected.

The Area _____ International Speech contest is now adjourned.

FOURTH AREA CONTEST

We will now begin the Area _____ contest.

Will the first contestant please come forward.

[If there are multiple contestants in an Area contest, use the script on this page for all except the last contestant. Skip to the next page if there is only one contestant in the Area contest.]

Contestant # 1

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

We will now have one minute of silence while the judges mark their ballots.

During the minute of silence lead the silence. Stand quietly. The audience will take their cue from you.

When the minute is up just introduce the next contestant.

[REPEAT this page for each contestant in the Area contest.]

Contestant # 2

Introduce the contestant and speech title.

(Name)

(Speech Title)

(Speech Title)

(Name)

When the contestant is finished:

We will now have one minute of silence while the judges mark their ballots.

During the minute of silence lead the silence. Stand quietly. The audience will take their cue from you.

When the minute is up just introduce the next contestant.

[REPEAT this page for each contestant in the Area contest.]

*[Use this page for the last contestant for each Area contest.
(See the next page for last contestant for the last Area.)]*

Contestant # _____

Introduce the contestant and speech title.

(Name) _____
(Speech Title) _____
(Speech Title) _____
(Name) _____

When the contestant is finished:

After the last contestant, give the judges all the time they need to complete their ballots and have them collected by the Ballot Counters.

The judges will now have all the time they need to complete their ballots.

Do not say any more than that. Do not give the judges instructions on what to do with their ballots. The judges need silence to mark their ballots. Also, do not ask if all the ballots have been collected. If someone has not finished, it puts pressure on them.

[STOP HERE] Until the Chief Judge signals that the judges' ballots have been collected.

The Area _____ International Speech contest is now adjourned.

Let us welcome back to the stage our International Speech contestants.

Interview the contestants in their speaking order. Ask them:

- How long have you been a Toastmaster and what club are you representing?
- If there is time, ask one additional question of each contestant (you can use their "Contestant Profile" to generate interview questions.)
- *** DO NOT TAKE A LONG TIME WITH EACH CONTESTANT!

Are	Contestant		
a	#		
_____		_____	_____
Are	Contestant		
a	#		
_____		_____	_____
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Are	Contestant		
a	#		
_____		_____	_____

After each interview, thank the contestant, present their Certificate of Participation and give them a gesture of appreciation. Encourage the audience to applaud.

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Read the first Certificate that is handed to the first contestant in its entirety. For subsequent certificates, you just read the contestant's name.

Continue the interviews until the Chief Judge says the results are available.

Please welcome back to the stage our hosts,

Area	_____	Director	_____	,
Area	_____	Director	_____	,
Area	_____	Director	_____	,
Area	_____	Director	_____	,
and Area	_____	Director	_____	.

Area Directors:

- Thank all the participants and contest support for their help.
- With the help of the Division Director, announce the winners of the contest.
- Ask the audience and participants to stay for pictures after the contest is adjourned.

Please help me thank the entire contest team and all the contestants for another fun and successful contest.

****REPEAT THIS SECTION FOR EACH AREA ****

Each Area Director can announce the results for their contests then pass control to the next Area Director.

Announce the Area Table Topics Contest results first.

For the Area ____ Table Topics speech contest
there was/were ____ time disqualification(s) **OR** there were no time disqualifications.

For an Area with 4 or fewer clubs in good standing (Up to two contestants will represent the Area ____ at the Division contest.)	For an Area with 5 or more clubs in good standing (One contestant will represent the Area ____ at the Division contest.)
Third place winner who will represent Area ____ in the Division ____ contest if the 1st or 2nd place winners are unable to compete is _____	Third place winner _____.
Second place winner who will represent Area ____ in the Division ____ contest is _____	Second place winner who will represent Area ____ at the Division ____ contest if the 1st place winner is unable to compete is _____
First place winner who will represent Area ____ in the Division ____ contest is _____	First place winner who will represent Area ____ in the Division ____ contest is _____

Announce the Area Evaluation Contest results second.

For the Area ____ Evaluation contest
there was/were ____ time disqualification(s) **OR** there were no time disqualifications.

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For an Area with 4 or fewer clubs in good standing (Up to two contestants will represent the Area ____ at the Division contest.)	For an Area with 5 or more clubs in good standing (One contestant will represent the Area ____ at the Division contest.)
Third place winner who will represent Area ____ in the Division ____ contest if the 1st or 2nd place winners are unable to compete is _____	Third place winner _____.
Second place winner who will represent Area ____ in the Division ____ contest is _____	Second place winner who will represent Area ____ at the Division ____ contest if the 1st place winner is unable to compete is _____
First place winner who will represent Area ____ in the Division ____ contest is _____	First place winner who will represent Area ____ in the Division ____ contest is _____

Announce the Area International Speech results last.

For the Area ____ International Speech contest
 there was/were ____ time disqualification(s) **OR** there were no time disqualifications.

For an Area with 4 or fewer clubs in good standing (Up to two contestants will represent the Area ____ at the Division contest.)	For an Area with 5 or more clubs in good standing (One contestant will represent the Area ____ at the Division contest.)
Third place winner who will represent Area ____ in the Division ____ contest if the 1st or 2nd place winners are unable to compete is _____	Third place winner _____.
Second place winner who will represent Area ____ in the Division ____ contest is _____	Second place winner who will represent Area ____ at the Division ____ contest if the 1st place winner is unable to compete is _____
First place winner who will represent Area ____ in the Division ____ contest is _____	First place winner who will represent Area ____ in the Division ____ contest is _____

**** REPEAT THIS SECTION FOR EACH AREA ****

Division Director:

After all winners have been announced and awards presented, the Division Director will recognize the members who assisted with the contest and the audience for their support.

Thank you to the contestants and the contest team for a great contest.

Announce:

Will all of the winners stay so we can take pictures.