

Contest Chair (Area Director)

For District 29 contests, the Contest Chair is an Area Director. One or more Area Directors in the same Division may partner to run a contest. Make arrangements with the 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 complete over 2 weeks before the scheduled date for the dry-run.

- Work with your partner Area Director(s) to identify members of the Contest Team (see B. Contest Team Selection Checklist).
- Share your contest date with your clubs as soon as your date is selected.
- 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, and have the date added to the website.

- To be eligible to compete in the Online Speech 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) Was not disqualified or deemed ineligible to compete at any previous level. (See the current [Speech Contest Rulebook](#), Section 2, Eligibility)

- Toastmasters Online 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)
 - Online Speech Contest Judge's Guide and Ballot ([Item 1189A](#))
 - Online Speech Contest Tiebreaking Judge's Guide and Ballot ([Item 1189B](#))
 - Judge's Certification of Eligibility and Code of Ethics (Item 1170)
 - Counter's Tally Sheet (Item 1176)
 - Speech Contestant Profile (Item 1189)
 - Results Form (Item 1168)

B. Contest Team Selection Checklist

These steps must be complete over 2 weeks before the scheduled date for the dry-run.

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 should have experience serving as a Contest Master for a previous 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.
 - 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 Online Speech Contest Judge's Guide and Ballot ([Item 1189A](#)).
- 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).
 - Timers should have the correct timer backgrounds and must know how to display the timing.

- Identify 1 Sergeants at Arms and 1 backup
 - 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.
- 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 and prior to the dry-run

- Obtain the Zoom Host and Co-host from the PQD.
- Send the contest team list to the Zoom Host and Co-host, so they know which participants need to be assigned to the Judges' room (Chief Judge, Judges, Timers, Ballot Counters, and Sergeant at Arms).
- Send the list of contestants to the Zoom Host and Co-host so they know which participants need to be assigned to the contestants' room (Contest Master and contestants).
- Ask each contestant to complete the Speaker's Certification of Eligibility and Originality (Item 1183) and Speech Contestant Profile (Item 1189).
- Share the completed Speaker's Certification of Eligibility and Originality (Item 1183) and Speech Contestant Profile (Item 1189) forms with the Contest Master prior to the dry-run date.
- Obtain the Judge's Certification of Eligibility and Code of Ethics (Item 1170) forms.
- Share the completed Judge's Certification of Eligibility and Code of Ethics (Item 1170) forms with the Chief Judge.

Send the Zoom meeting link to the contest team and to the contestants (NOTE: Do not include the contest team and contestants in the same email).

- Create the program/agenda and distribute to all contest participants.
- Ask all participants to log in to the dry-run at least 15 minutes before the scheduled to start time so the dry-run can start on time.
- Create the Certificates of Participation for each contestant, and the 1st, 2nd, and 3rd place certificates.
- Download a copy of the District 29 Protocol list.

D. Dry-run (Contestant and Judge Briefings)

It is important to run a successful dry-run to help the contest run smoothly.

- Prior to the dry-run remind all contest team members and the contestants to login 15 minutes before the scheduled start time.
- At the start of the dry-run, check-in all participants. Contact any contest team member or contestant who has not arrived by 5 minutes before the start time.
- Timers should display the timing backgrounds for the contestants before both groups leave the dry-run.
- When the judges and ballot counters are finished with their briefing they may leave the Zoom meeting.
- When the contestants are finished with their briefing they may leave the Zoom meeting.
- Ensure the Contest Chair(s), Contest Master, Chief Judge, and SAAs remain after the briefings are complete. Once both briefings (Contest Master's and Chief Judge's) are complete it is time to conduct a

dry-run. All participants with a speaking role should run through (speak their parts) the script to ensure everyone knows what is expected at the contest.

E. Contest

- At the agreed check-in time ensure all participants are logged in and ready for the contest. Contact any contest team member or contestant who has not arrived by 10 minutes before the start time.
- Tell the Contest Master and Chief Judge when everyone has arrived. Inform the Contest Master, Chief Judge, and Zoom hosts 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 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 dry-run.

- Review the contestant's documents, prior to the dry-run.
- Review the script.

B. Dry-run (Contestant Briefing)

1. Online Speech Contestant rules:

- To be eligible to compete in the 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) Was not disqualified or deemed ineligible to compete at any previous level. (See current [Speech Contest Rulebook](#), Section 2, Eligibility)
- 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, club information, past trophies, etc. as well as participant's virtual naming convention and virtual background which could show the contestants' achievements or club information online.
- All contestants may remain in the main room during the contest.
- Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- If a contestant experiences a technical difficulty during the contest, the chief judge and contest chair confer and determine whether the contest is paused. (See Rule book page 22 rule 7 for more details.)

2. Contestant Briefing Information:

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

- The first step is the selection of the speaking order for each Area contest. Some 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 send 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. Contest Master displays cards on webcam so contestants cannot see the card. Contestants, one by one, pick a card by saying which card they want to pick. Based on their pick the Contest Master reveals who is first, second and so on.
 - Use a website such as www.random.org/lists or www.wheelofnames.com.

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

- Contest Master verifies the pronunciation of each contestant's name. It is recommended to write down a phonetic spelling of each name.
- Conduct a video and audio check, and share the speaking area to ensure that each contestant's gestures and facial expressions will be captured by their camera and their voice will be clearly captured by the microphone. If necessary, the Contest Master will advise contestants on additional lighting needs. See Online Speech Contest Best Practices for details.
- Let the contestants know that they may remain in the main room during the contest.
- Let the contestants know that their camera must remain off and microphone muted until they are introduced. When it is their turn, first they will be asked if they are ready then they will be introduced by stating their name, their speech title, their speech title again, and their name again. After they compete they must turn off their camera and mute their microphone.
- 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 in each Area contest. The Chief Judge does not vote.
- Review the Additional Information for the Briefing with the contestants.
- Ask if there are any questions.

3. Additional Information for the Briefing:

- Contestants who plan to use props (including any sort of electronic devices or virtual backgrounds) must notify the contest chair prior to the contest. All props must be set up during the minute of silence prior to the contestant's speech and removed from the virtual stage in the 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 Master prior to the announcement of the winner(s) and alternate(s). The Chief Judge, Contest Master, 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. A majority of the voting judges must concur in the decision to disqualify. The Contest Master can disqualify a contestant on the basis of 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 Master upon their arrival.
 - Has all required paperwork in good order before the Contest Master is introduced to begin the contest?
 - Waives the opportunity of a briefing.

C. Dry-run (after the briefings)

- Ask the contestants to return to the main room before they are excused.
 - Make sure the Timers show show the timing cards before the contestants leave the dry-run.
 - The Contest Chair may have additional instructions to share after the briefing.
 - Remind the contestants that they need to log in to the contest at the time they were given by the Contest Chair.
- After all contestants leave the dry-run, stay for a dry-run of the script. All participants with a speaking role should run through (speak their parts) the script to ensure everyone knows what is expected at the contest.

D. Contest

Follow the Area Online Speech Contest Script when it is time to begin the contest.

Chief Judge

A. Preparation for the Contest

What to do 2 weeks before the dry-run.

- The Contest Chair will provide the contestants documents to the Chief Judge. Camera photos of the signed document or scanned PDFs will be considered acceptable.
- The Contest Chair will provide the Judge's Certificates of Eligibility to the Chief Judge. Confirm all judges are eligible to serve. Camera photos of the signed document or scanned PDFs will be considered acceptable.
 - 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 to eligibility for judging.
 - At the area contest, there shall be an equal number of voting judges from each club in the area **OR** a minimum of five (5) 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 Online Speech Contest Tiebreaking Judge's Guide and Ballot ([Item 1189B](#)), and explain how to fill out the ballot.
 - **The tiebreaking judge does not attend the dry-run.**
 - During the contest, the tiebreaking judge provides his/her ballot or 'rankings' directly to the Chief Judge.
- Confirm that the timers and ballot counters have a copy of the appropriate forms.
- Review the script.

B. Dry-run (Judge's Briefing)

The judges, timers, ballot counters, and Sergeant at Arms are included in the judge's briefing breakout room. The tiebreaking judge does not attend the dry-run.

- 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.

1. During the briefing, cover the following information with the judges:

- Judges must ensure that they can see and hear the contestant. They should ensure that they know how to “Pin Video” of the speaker or use speaker view so that the speaker’s webcam is front and center in their Zoom session.
- Judges are not to be concerned about timing; this is handled by the timers. Even though the timer’s webcam will be active during the speech, judges may not consider timing while marking their ballots
- 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 shall be established by the Contest Master and Chief Judge. Even though all contestants are speaking from their own locations, a set distance from the camera (if contestant intends to stand while speaking) shall be established. See Online Speech Contests Best Practices page 6 for more specific guidance on Speaking Area.
- Review the Online Speech Contest Judge’s Guide and Ballot ([Item 1189A](#)) with the judges and explain the judging criteria:
 - Content – 50%
 - Delivery – 30%
 - Language – 20%
- Judges must use one ballot per Area contest.
- 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.
- Chief Judges will not collect the ballots but will ensure all ballots, time records, and counter tally sheets are deleted after the contest.
- 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 on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority 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 they are to join the breakout room once all contests are complete.
- If a contestant experiences a technical difficulty during the contest, the chief judge and contest chair confer and determine whether the contest is paused. (See Rule book page 22 rule 7 for more details.)
- 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 to mark their ballots. **Each judge MUST** inform the Chief Judge when they are finished. The contest will not continue, so please mark quickly. Tallying each ballot can be done in the breakout room after all of the Area contests are complete.
- Judges are to complete the first ballot entirely, pick winners, then start with the next ballot.
- Judges should not compare the contestants from the different Areas when judging.
- When all contestants of all contests are finished, the judges will be invited to a judges breakout room. In the breakout room, the judges finish tallying each of their ballots and select the 1st, 2nd, and 3rd place winners for each Area contest. The selections for each Area contest will be sent, via a private chat, to the designated ballot counter.
- Each judge may exit the breakout room after the ballot counter confirms that their picks have been received and entered into the Counters Tally Form.

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

- Ensure they know their parts in the script.
- SAAs do not join the judge's breakout room at the end of each contest.

3. During the briefing, cover the following information with the timers:

- Make sure the timers have timing cards that have both the colors and the text of the words Green, Yellow and Red on them.
- 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 signaling device should preferably be the Timer's background on the Zoom screen. Timing backgrounds should have large letters stating "Green", "Yellow", and "Red" for members who are color blind. For the Zoom background to work, the timer's camera must be turned on but the timer should cover his/her camera (with something like a post-it note) so being on camera does not distract the contestant.
 - 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).
 - The Chief Judge explains the alternative method of communication in case of technology failures.
 - Online 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.
- Instruct the Timers that they are to join the breakout room once the contest is complete.

4. During the briefing, cover the following information with the ballot counters:

- Instruct the ballot counters that they are to join the breakout room once the contest is complete.
- One ballot counter shall be designated as the person to receive the results from the judges.
- The tiebreaking judge will send his/her ballots to the Chief Judge.
- The tabulation procedure begins once all ballots have been received (including the tiebreaking judge's ballots) and all members of the team leave except for the ballot counters and the Chief Judge. 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.
 - This ballot counter shares the tally sheet on their screen using the share screen feature of Zoom so that the other ballot counter can then verify the math on the sheet.
 - Point totals must be verified by all ballot counters before results are entered on the sheet.
 - Contestants are then ranked on the bottom of the ballot according to number of points scored.
 - The Chief Judge advises whether or not any of the contestants are disqualified due 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, one of the ballot counters records the names of the winners on the Notification of Contest Winner form which is emailed to the Contest Chair for the next level of contest, and the Contest Results form, which, which is then provided via email to the Contest Chair.
 - 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 confirm all ballots, the timing record, and the tally sheet are destroyed.

C. Dry-run (after the briefing)

- All judges may leave the dry-run.
- The ballot counters may leave the dry-run.
- The timer who is showing the timing cards should stay to show the contestants can see what the cards look like.
- The SAAs need to stay for the dry-run.

- After all contestants leave the dry-run all participants with a speaking role should run through (speak their parts) the script to ensure everyone knows what is expected at the contest.

D. 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 MUST let you know when they are finished marking their ballots. Tabulation can happen in the breakout room at the end of the last contest. Do not rush the judges, but the next Area contest will not begin until you let 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 judges will be invited to a judges breakout room. In the breakout room, the judges finish tallying each of their ballots and select the 1st, 2nd, and 3rd place winners for each Area contest. The selections for each Area contest will be sent, via a private chat, to the designated ballot counter.
- Each judge may exit the breakout room after the ballot counter confirms that their selections have been received and entered into the Counters Tally Form.

E. After the Contest(s)

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

Send it to the District Chief Judge Jan DeLucian (dcj@tmd29.org) AND Program Quality Director, Kim Choplin (pqd@tmd29.org).

Area Online Speech 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 A , Area , Area , Area , Area and Area
Online Speech contests.

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

By attending this online Area speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated online hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your online attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

To help us move efficiently through our virtual contest, please keep your audio and video muted.

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.

Contest Master:

Fellow Toastmasters and guests, welcome to the District 29,
Division 12 , 13 , 14 , , and Online Speech
in Area Area Area Area Area contests.

You may add a sentence or two about the contest.

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

or something like this

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

We have a combined contest.

Are will go first and after all ballots for that contest are completed, we will begin the
a Area contest.
This will continue for each Area.

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.

During the Online Speech contest, the contestants will be judged on the following criteria:

- Content – 50%
- Delivery – 30%
- Language – 20%

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

All contestants are eligible to compete.

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

When the last contestant for each Area is finished the judges will have all the time they need to complete their ballots. When the judges are finished the next Area contest will begin. This process will continue for each Area.

Now for the Rules of Common Courtesy:

- Please keep your audio and video muted.
- No photographing or recording of the video and/or audio is allowed while contestants are speaking unless they have given advanced approval.
 - This includes the use of cell phones, screen captures, or any other form of recording any images, video, or audio.
 - If a contestant has received approval to record themselves, they will be able to record themselves by clicking the record button just before they start. It is their responsibility to ensure that their screen is setup appropriately to record.

If you have any questions, you may enter them in the chat box now addressed to everyone.

Madam/Mister Contest Master, let the contest begin!

Mute your audio and video

Contest Master – Online Speech:

Thank you, Madam/Mister Chief Judge!

The speaking order will be announced before each Area contest.

District 29 Area Online Speech Contest Guide and Script (Virtual Contest)

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

For _____ the speaking order
Area _____ 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.

1 st	_____
2 nd	_____
3 rd	_____
4 th	_____
5 th	_____
6 th	_____
7 th	_____
8 th	_____

We will now begin the Area _____ contest.

Will the first contestant please come forward.

District 29 Area Online Speech Contest Guide and Script (Virtual 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 # _____ are you ready?

[Alternate introduction: Contestant #____, please spell your first name to confirm your microphone is working]

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, except the last contestant.]

District 29 Area Online Speech Contest Guide and Script (Virtual Contest)

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

Contestant # ____ are you ready?

[Alternate introduction: Contestant #____, please spell your first name to confirm your microphone is working]

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 ____ Online Speech contest is now adjourned.

Return to the BEGIN EACH AREA HERE on page () and begin the contest for the next Area.

District 29 Area Online Speech Contest Guide and Script (Virtual Contest)

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

Contestant # ____ are you ready?

[Alternate introduction: Contestant # ____, please spell your first name to confirm your microphone is working]

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 have marked their ballots

The Area ____ Online Speech contest is now adjourned.

- How long have you been a Toastmaster?
- What club are you representing?
- *** DO NOT TAKE A LONG TIME WITH EACH CONTESTANT! (The Division Directors can fill any extra time.)

[illegible]

District 29 Area Online Speech Contest Guide and Script (Virtual Contest)

(After each interview, thank the contestant, present their Certificate of Participation on camera, and give them a gesture of appreciation. Read the first Certificate that is handed to the first contestant in its entirety. For subsequent certificates, you just read the contestant's name.)

Turn the contest over to the Division Director for Division remarks.

Now, please welcome to the stage our Division ____ Director, _____

Division Director:

The Division Director will announce upcoming contests and present district announcements, if any. Keep this section brief.

The Division Director should also recognize high performing clubs from the participating areas for TLI attendance, membership growth and retention, education awards and other noteworthy achievements. Club Presidents should also be recognized.

Continue your remarks until the Chief Judge has returned and indicates the contest is ready to continue.

To announce the winners, please welcome back to the stage our hosts,

Area	11	Director	_____ ,
Area	12	Director	_____ ,
Area	13	Director	_____ ,
Area	14	Director	_____ ,
and Area		Director	_____ .

Area Directors:

- Thank all the participants and contest support team 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.

The person showing the awards will be given the contest results by the Chief Judge for the Online Speech Contests on a Contest Results form. The results should be read exactly as presented on this form.

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 Online Speech Contest results for EACH area.

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

AREA with 4 or less areas	
Third place winner who will represent Area ____ in the Division ____ contest if the 1st or 2nd place winners are unable to compete is _____	
Second 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 ****

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.

When all of the results are announced, the last presenter should read the following.

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

Introduce the SAA to adjourn the contest

Will the contestants please stay for photos.

SAA: The Area ____, Area ____, Area ____, Area ____ contest is now closed.