

HYBRID EVALUATION AND INTERNATIONAL SPEECH CONTEST 2024 SCRIPT

Speaking Role	Script	Tech Ops Role
<p>Audio Visual Lead David Betowski</p>	<p>Pre-Announcement to Live Audience</p> <p>May I have your attention please.</p> <p>Before we begin today’s event I have some very important announcements [Disclose Fire Exits & Bathrooms. No Food or Drink. Water Only]</p> <p>For members and guests attending in person, please keep your phones silenced out of courtesy to our speakers. Please remain seated and do not leave the room while a contestant is speaking. If it is necessary to leave the room, please do so during the minute of silence between speakers ONLY.</p> <p>This Event is Being Recorded and Broadcast Live via Zoom Crowd Mics will pick up everything. Please don’t say anything that you wouldn’t want to be heard on video. BY being physically present in this room, you are consenting to the recording.</p> <p>And now, please welcome our Contest Chair, (Name)!</p>	
<p>Contest Chair (Name) [Speak aloud text in bold unitalicized black lettering or red lettering throughout the contest.]</p>	<p>Call Contest to Order</p> <p>Welcome fellow Toastmasters and honored guests to the Division X (insert Evaluation and International Speech Contest for 2024. [Brief Opening Remarks...]</p> <p>Please help me welcome our Contest Toastmaster for today, (Name of Contest Toastmaster)</p> <p>Speech contests are an important part of the Toastmasters educational</p>	

<p>Contest Toastmaster (Name)</p>	<p>program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers. I will be conducting the Evaluation Contest first. We will take a brief break when the Evaluation Contest is finished and then begin the International Speech Contest.</p> <p>I will now call on our Zoom Host, (Zoom Host Name), to provide some housekeeping reminders for our virtual and in-person audiences:</p>	
<p>Zoom Host (Zoom Host Name)</p>	<p>Thank you Madam Toastmaster.</p> <p>Only emergency technical questions should be discussed in the chat window. Please do not use the chat window for commentary.</p> <p>Please do not private chat or text the Host or Co-Hosts unless you have an emergency technical question.</p> <p>No photographs or video recordings are allowed by the in person or virtual audience during contestant speeches. Only contestants may receive access to their own recording.</p> <p>The content and views heard in this program are solely those of the individual participants and do not reflect those of Toastmasters International, District 39 Toastmasters, or the individual Toastmaster Clubs (except for the official contest rules). No such endorsement of the views and content is implied. Toastmasters is unable to verify the accuracy and originality of content presented today and the ultimate responsibility lies with the presenter. While participants have been advised of the rules and best practices for conduct and etiquette, due to the live and spontaneous nature of this program, we cannot provide any pre-review nor real-time or after-the-fact blocking or correction of inaccurate or inappropriate content. As such Toastmasters and District 39 cannot be held liable for any resultant damages that may arise regarding the accuracy or appropriateness of content presented here.</p> <p>Back to you, Madam/Mr. Toastmaster.</p>	<p>Co-Hosts mute microphones and turn off videos as needed.</p> <p>Co-Host 2: Post in the Chat:</p> <p>During the contest, please keep yourself on mute and your video off until the contest chair calls upon you to participate. Please only post in the Chat if you encounter emergency technical difficulties, not for commentary</p>

<p>Contest Toastmaster (Contest Toastmaster Name)</p>	<p>Thank you.</p>	<p>Co-hosts check that all role players and evaluation speakers are renamed using the proper naming convention. If incorrect, rename then.</p>
<p>Contest Toastmaster (Contest Toastmaster Name)</p>	<p>I will begin with an overview of the Evaluation contest procedures.</p> <p>The purpose of an Evaluation is to motivate the speaker to continually improve by providing reinforcement for their strengths and gently offering useful advice.</p> <p>The Model Speaker will start the contest with a 5 to 7-minute speech. During the speech, contestants will take notes.</p> <p>Upon completion of the speech, all contestants will be moved to a breakout room or outside this room accompanied by the Sergeant-at-Arms and a Timer where they will have 5 minutes to prepare their notes.</p> <p>During this time, I will interview our Model Speaker.</p> <p>I will then ask the virtual contestants to turn on their video and microphone. I will ask both the virtual and in-person contestants to confirm that they can see the Timer before introducing them by saying their name twice. The Timers will begin timing at the first word or utterance by the Contestants, whether competing in person or virtually.</p> <p>At completion of the evaluation by the contestant, virtual contestants will turn off their video and mute their microphone. In-Person contestants may take their seats after being un-mic-ed. The judges will be given one minute to mark their ballots.</p> <p>I will follow the same process for each contestant.</p> <p>After the final contestant, I will ask the Zoom Host to move all judges to their breakout room to complete their ballots.</p>	

	I will now address our Chief Judge (Name of Chief Judge) to confirm that all the contestants, judges, and functionaries have been briefed.	
Chief Judge (Name of Chief Judge)	Thank you. All the contestants, judges, and functionaries have been briefed. All contestants are eligible to compete. Back to you, Madam/Mr. Toastmaster.	
Contest Toastmaster (Name of Contest Toastmaster)	<p>I have the speaking order for the evaluation contestants. They are: Evaluator 1 < name>, Evaluator 2 < name>, Evaluator 3 < name>, Evaluator 4 < name></p> <p>It is time to begin the contest!</p> <ul style="list-style-type: none"> If attending virtually: Virtual Timer, please turn on your video. Test Speaker, please turn on your video and unmute your microphone. Test Speaker, can you hear me, and can you see and pin the timer? After virtual Test Speaker responds, “Yes, I can hear you and see and pin the timer,” and Zoom Host prompts, you may proceed with a formal introduction. If there are any technical issues, ask Zoom Host to assist. <p>[Do not give more information about the Test Speaker. Do not put the name or title of the Model Speaker on the agenda]</p> <ul style="list-style-type: none"> If In-Person Contestant: Wait for miking prompt and then proceed with formal introduction. <p>Please help me welcome</p> <p>Name: Test Speaker _____</p> <p>Title: Speech Title _____</p> <p>Title: Speech Title _____</p> <p>Name: Test Speaker _____</p>	<p>Co-Host 2 (Chat Monitor Co-Host) posts the speaking order in the chat.</p> <p>Co-Host 3 (Recording Co-Host) record speaker (optional)</p>

<p>Contest Toastmaster (Contest Toastmaster Name)</p>	<p>[After the speech is completed:] The Zoom Host and the Sergeant-at-Arms will move timers and all evaluation contestants to their respective breakout room or outside area to complete their notes. The Zoom Host will notify us verbally when the contestants are in the breakout room at which time our timers will start the timer for 5 minutes.</p>	<p>Zoom host moves contestants to breakout room.</p>
<p>Zoom Host (Zoom Host Name)</p>	<p>The contestants and SAA are in their breakout room or another room. [Sergeant at Arms in Contestant Room starts the timer for 5 minutes when all contestants have arrived. Both In-Person and Virtual Sergeants at Arms tell contestants when 1 minute is remaining, and when time is up. Virtual SAA has all contestants hold up folded notes sheet with notes inside the fold to their cameras until they are moved back in contestant order. SAA texts Host that all Contestants have completed their time. Timer in Contest Room also starts time when contestants have been moved. Signals red when 5 minutes have elapsed so Contest Chair can wrap up briefing.]</p>	<p>Zoom host sends broadcast message to all rooms "Moving Contestant #_" before moving contestants.</p>
<p>Contest Toastmaster (Name of Contest Toastmaster) Pat Knight</p>	<p>Test Speaker, I will interview you at this time.</p> <ul style="list-style-type: none"> ● If attending virtually: Please turn on your video and your microphone. ● If attending in person: Test speaker, please join me at the lectern. [For 5 minutes, interview the test speaker using your prepared questions] <p>Thank you again for being our test speaker.</p> <ul style="list-style-type: none"> ● If attending virtually: Please turn your video off and put your microphone on mute. ● If attending in person: Test speaker, you may be seated [after being un-mic'd if they do not automatically do so]. 	
<p>Contest Toastmaster (Name of Contest Toastmaster) Pat Knight</p>	<p>I will now Introduce the Contestants.</p> <ul style="list-style-type: none"> ● If Virtual Contestant: Evaluator 1, can you hear me, and can you see and pin the timer? After virtual Evaluator 1 responds, "Yes, I can hear you and see and 	<p>Co-Host (Recording Co-Host) record speakers (optional)</p>

(Contestant number, contestant name, contestant name, contestant number).

Evaluator 2, Name _____, Name _____, Evaluator 2

- **If Virtual Contestant:** Thank you, Evaluator 2. Please turn off your video and mute your microphone.
- **If In-Person Contestant:** Shake his/her hand and please ask him/her to be seated **after being un-mic'd** if they do not do so automatically. Once they are seated, **Thank you, Evaluator 2.**

One minute of silence for the judges to mark their ballots.

Sergeant-at-Arms, please have the next contestant move to the staging area.

- **[If Virtual Contestant:] Evaluator 3, can you hear me, and can you see and pin the timer?**
[After virtual Evaluator 3 responds], “Yes, I can hear you and see and pin the timer,” and Zoom Host prompts, you may proceed with a formal introduction. If there are any technical issues, ask Zoom Host to assist.
- **DO NOT READ ALOUD If In-Person Contestant:** Wait for miking prompt and then proceed with formal introduction.

The formal introduction virtual or in person contestants is done as follows,
(Contestant number, contestant name, contestant name, contestant number).

Evaluator 3, Name _____, Name _____, Evaluator 3

- **If Virtual Contestant:** Thank you, Evaluator 3. Please turn off your video and mute your microphone.
- **If In-Person Contestant:** Shake his/her hand and please ask him/her to

be seated **after being un-mic'd** if they do not do so automatically. Once they are seated, **Thank you, Evaluator 3.**

One minute of silence for the judges to mark their ballots.
Sergeant-at-Arms, please have the next contestant move to the staging area.

- **If Virtual Contestant:** **Evaluator 4, can you hear me, and can you see and pin the timer?**
[After virtual Evaluator 1 responds, **“Yes, I can hear you and see and pin the timer,”** and Zoom Host prompts, you may proceed with a formal introduction. If there are any technical issues, ask Zoom Host to assist].
- **If In-Person Contestant:** Wait for miking prompt and then proceed with formal introduction.

The formal introduction virtual or in person contestants is done as follows, (Contestant number, contestant name, contestant name, contestant number).

Evaluator 4, Name _____, Name _____, Evaluator 4

- **If Virtual Contestant:** **Thank you, Evaluator 4. Please turn off your video and mute your microphone.**
- **If In-Person Contestant:** Shake his/her hand and please ask him/her to be seated **after being un-mic'd** if they do not do so automatically. Once they are seated, **Thank you, Evaluator 4.**

One minute of silence for the judges to mark their ballots.
[After one minute] **This concludes the Division X Evaluation Contest. I will now ask for 2 minutes of silence for our judges to complete their ballots.**

	phones when returning for the International Speech Contest.	any notification of disqualification to the Chair only.
Contest Toastmaster (Name of Contest Toastmaster)	If I could have your attention, please, we will now be starting the International Speech Contest.	
'Contest Toastmaster (Name of Contest Toastmaster)	As we begin, for those attending virtually, please turn off your video and mute your microphone. [Brief Opening Remarks...]	Co-host makes sure video is off and mics muted for everyone else
Contest Toastmaster	As an overview... In this contest, we will hear an original speech from each Contestant. If a contestant is speaking virtually, I will ask contestant 1 - can you hear me and see and pin the timer. Once they respond yes, I can hear you and see and pin the timer, I will introduce each contestant in the same way: Contestant Number, Name, Speech Title, Speech Title, Name, Contestant Number. There will be one minute of silence after each contestant for the judges to mark their ballots. After the final contestant, I will ask our Zoom Host to move the judges, and ballot counters to their breakout room or other room to finish their ballots. I will now address our Chief Judge (Chief Judge Name) to confirm that all the contestants, judges, and functionaries have been briefed.	Co-hosts check that all role players and International speakers are renamed using the proper naming convention. If incorrect, rename then.
Chief Judge (Chief Judge Name)	Thank you. All the contestants, judges, and functionaries have been briefed. All contestants are eligible to compete. Back to you, Madam/Mr. Toastmaster.	

<p>Contest Toastmaster (Contest Toastmaster Name) (Contest Toastmaster Name)</p> <p>(Contest Toastmaster Name)</p>	<p>It is time to begin the International Speech Contest. I have the speaking order for International Speech Contestants. They are: Speaker 1 <name>, Speaker 2 <name>, Speaker 3 <name>, Speaker 4 <name>, Speaker 5 <name>, Speaker 6 <name></p> <p><u>I will now introduce the Contestants.</u></p> <ul style="list-style-type: none"> • If Virtual Contestant: Speaker 1, can you hear me, and can you see and pin the timer? [After virtual Speaker 1 responds, “Yes, I can hear you and see and pin the timer,” and Zoom Host prompts, you may proceed with a formal introduction. If there are any technical issues, ask Zoom Host to assist]. • If In Person Contestant: Wait for miking prompt and then proceed with formal introduction. <p>The formal introduction virtual or in person contestants is done as follows, (Contestant number, contestant name, contestant name, contestant number). Speaker 1, Name _____, Title _____, Title _____, Name _____, Speaker 1</p> <ul style="list-style-type: none"> • If Virtual Contestant: Thank you, Speaker 1. Please turn off your video and mute your microphone. • If In-Person Contestant: Shake his/her hand and please ask him/her to be seated after being un-mic’d if they do not do so automatically. Once they are seated, Thank you, Speaker 1. <p>One minute of silence for the judges to mark their ballots. Will the next contestant move to the staging area.</p> <p>*****</p>	<p>Co-Host 2 (Chat Monitor Co-Host) posts the speaking order in the chat.</p> <p>Co-Host 3 (Recording Co-Host) record speakers (optional)</p>

- **If Virtual Contestant:** **Speaker 2, can you hear me, and can you see and pin the timer?**
 [After virtual Speaker 2 responds, **“Yes, I can hear you and see and pin the timer,”** and Zoom Host prompts, you may proceed with a formal introduction. If there are any technical issues, ask Zoom Host to assist].
- **If In-Person Contestant:** Wait for miking prompt and then proceed with formal introduction.

The formal introduction virtual or in person contestants is done as follows, (Contestant number, contestant name, contestant name, contestant number).

Speaker 2, Name _____, Title _____, Title _____, Name _____, Speaker 2

- **If Virtual Contestant:** **Thank you, Speaker 2. Please turn off your video and mute your microphone.**
- **If In-Person Contestant:** Shake his/her hand and please ask him/her to be seated **after being un-mic'd** if they do not do so automatically. Once they are seated, **Thank you, Speaker 2.**

One minute of silence for the judges to mark their ballots. Will the next contestant move to the staging area.

- **If Virtual Contestant:** **Speaker 3, can you hear me, and can you see and pin the timer?**
 [After virtual Speaker 3 responds, **“Yes, I can hear you and see and pin the timer,”** and Zoom Host prompts, you may proceed with a formal introduction. If there are any technical issues, ask Zoom Host to assist].
- **If In Person Contestant:** Wait for miking prompt and then proceed with formal introduction.

The formal introduction virtual or in person contestants is done as follows,
(Contestant number, contestant name, contestant name, contestant number).

Speaker 3, Name _____, Title _____, Title _____, Name _____, Speaker 3

- **If Virtual Contestant:** Thank you, Speaker 3. Please turn off your video and mute your microphone.
- **If In-Person Contestant:** Shake his/her hand and please ask him/her to be seated **after being un-mic'd** if they do not do so automatically. Once they are seated, **Thank you, Speaker 3.**

One minute of silence for the judges to mark their ballots. Will the next contestant move to the staging area.

- **If Virtual Contestant:** **Speaker 4, can you hear me, and can you see and pin the timer?**
[After virtual Speaker 4 responds, **“Yes, I can hear you and see and pin the timer,”** and Zoom Host prompts, you may proceed with a formal introduction. If there are any technical issues, ask Zoom Host to assist].
- **If In Person Contestant:** Wait for miking prompt and then proceed with formal introduction.

The formal introduction virtual or in person contestants is done as follows,
(Contestant number, contestant name, contestant name, contestant number).

Speaker 4, Name _____, Title _____, Title _____, Name _____, Speaker 4

- **If Virtual Contestant:** Thank you, Speaker 4. Please turn off your video and mute your microphone.
- **If In-Person Contestant:** Shake his/her hand and please ask him/her to be seated **after being un-mic'd** if they do not do so automatically. Once

they are seated, **Thank you, Speaker 4.**

One minute of silence for the judges to mark their ballots. Will the next contestant move to the staging area.

- **If Virtual Contestant:** Speaker 5, can you hear me, and can you see and pin the timer?
[After virtual Speaker 5 responds, *“Yes, I can hear you and see and pin the timer,”* and Zoom Host prompts, you may proceed with a formal introduction. If there are any technical issues, ask Zoom Host to assist].
- **If In-Person Contestant:** Wait for miking prompt and then proceed with formal introduction.

The formal introduction virtual or in person contestants is done as follows, (Contestant number, contestant name, contestant name, contestant number).

Speaker 5, Name _____, Title _____, Title _____, Name _____, Speaker 5

- **If Virtual Contestant:** Thank you, Speaker 5. Please turn off your video and mute your microphone.
- **If In-Person Contestant:** Shake his/her hand and please ask him/her to be seated **after being un-mic'd** if they do not do so automatically. Once they are seated, **Thank you, Speaker 5.**

One minute of silence for the judges to mark their ballots.

The formal introduction virtual or in person contestants is done as follows, (Contestant number, contestant name, contestant name, contestant number).

Speaker 6, Name _____, Title _____, Title _____, Name _____, Speaker 6

	<ul style="list-style-type: none"> • If Virtual Contestant: Thank you, Speaker 6. Please turn off your video and mute your microphone. • If In-Person Contestant: Shake his/her hand and please ask him/her to be seated after being un-mic'd if they do not do so automatically. Once they are seated, Thank you, Speaker 6 <p>One minute of silence for the judges to mark their ballots.</p> <p>*****</p> <p>This concludes the Division X International Speech Contest.</p> <p>I will now ask for 2 minutes of silence for our judges to complete their ballots.</p> <p>Please remain silent until the Zoom host notifies us verbally that the judges, ballot counters, and timers have been placed in the breakout room or have been moved to another room.</p>	
<p style="text-align: center;">Zoom Host (Name of Zoom Host)</p>	<p>All judges, ballot counters, and timers have been placed in the breakout room or have been moved to another room.</p>	<p>Zoom host moves Chief Judge, voting judges, ballot counters, and timers to Judges' breakout room</p>
<p style="text-align: center;">Contest Toastmaster (Name of Contest Toastmaster)</p>	<p>We will now interview the contestants.</p> <p>If Virtual Contestant(s): Contestants, please turn on your cameras.</p> <p>If In-Person Contestant(s): Please come up to the front and line up in speaking order.</p>	<p>Judges text their ballot results the chief judge and ballot counter. Timers text timing</p>

	<p>[Briefly interview all contestants in the order in which they spoke. Ask 2-3 questions. E.g., What club are you with? How long have you been in Toastmasters? Why did you join Toastmasters? Interviews should be approximately 5 minutes. Once you complete interview, present each contestant with certificate of appreciation, and have picture taken.]</p> <p>I want to thank all our contestants for their willingness to compete and share their speeches with us. I applaud you all. You may be seated.</p>	<p>results to Chief Judge.</p> <p>When each voting judge is done, the Chief Judge as co-host may move them back to the main room, or text the Host to do so all at once.</p>
<p>Contest Toastmaster (Name of Contest Toastmaster)</p>	<p>I will now thank our dignitaries and volunteers. When you are recognized, please turn on your camera if attending virtually or stand if attending in person.</p> <p>[See Dignitary List] Recognize Dignitaries by name as you see them in the audience.</p> <p>If attending virtually: say, “____, please turn on your camera to be recognized, if they have not already done so.</p> <p>Call for groups in this order:</p> <ul style="list-style-type: none"> ● Past District Directors and District Governors: ● District 39 Director: ● District 39 Program Quality Director: ● District Club Growth Director: ● Division Directors: ● Area Directors: ● Contest Chair(s): ● Zoom Hosts: (Name of Zoom Hosts) ● Timers: ● SAA: ● Ballot Counters: ● Chief Judge: (Name of Chief Judge) <p>[Consider other contest helpers you may wish to recognize by name or in general.]</p> <p>Please welcome our District 39 Program Quality Director, Laura Gregory (or Trio designee) for an announcement: [District Contest. Only contest events should be announced]</p>	<p>When the Chief Judge and ballot counters agree on winners they leave the breakout room to join others.</p> <p>The Chief Judge texts Chair with the winners in descending order 3rd place to 1st place for both contests. The Chief Judge texts any notification of disqualification to the Chair only.</p>

<p>Contest Toastmaster (Contest Toastmaster and Division X Contest Chair)</p>	<p>Winner Announcement from Chair Evaluation Contest followed by Chair International Speech Contest.</p> <p>Rules details [DO NOT READ ALOUD]:</p> <ul style="list-style-type: none"> • Prior to announcing results, announce if time disqualification(s) occurred but DO not name the contestant(s) involved. • Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the Chief Judge, ballot counters or timers may at once interrupt to correct the error. • Ask all Speech Contestants to turn their videos on. Everyone else should keep their videos OFF. • Announce the winners of the contest in reverse order, pausing 5-7 seconds after each contestant so they can be recognized: <p>At this time, we will announce the winners. Our 1st and 2nd place winners will be moving on to the District 39 International and Evaluation Speech Contests Saturday, May 18, 2024. We will announce the evaluation contest winners first. For Evaluation Contestants attending virtually: We ask all evaluation contestants to turn their videos on. All other attendees are requested to keep their videos off.</p> <p>[Announce Evaluation Contest Winners]</p> <p>In 3rd place runner up, receiving a trophy for their achievement:</p> <ul style="list-style-type: none"> • Third place: <u><name></u> <p>Receiving a trophy for their achievement:</p> <ul style="list-style-type: none"> • Second place: <u><name></u> • First place: <u><name></u> <p>[Announce International Speech Winners]</p> <p>At this time, we will announce the International Speech contest winners. For International Speech Contestants attending virtually: We ask all</p>	<p>Zoom host closes all rooms as it is verified that no one remains in a breakout room</p> <p>Co-host spotlight each winner.</p> <p>After all winners announced Co-host removes spotlighting of all contestants.</p> <p>Zoom Host closes breakout rooms.</p>

speech contestants to turn their videos on. All other attendees are requested to keep their videos off.

In 3rd place runner up, receiving a trophy for their achievement:

- Third place: <name>

Receiving a trophy for their achievement:

- Second place: <name>
- First place: <name>

Thank you for all for participating in this hybrid Contest! Let's end by having our Zoom Master turn attendee's videos on. Go to Gallery View so we can see everyone as well as those attending in person. [Wait for this to be done.]

Thank you all for attending. Contest Adjourned. We will end the Zoom meeting at this time as the A/V team needs to pack up all equipment, and the in-person team needs to cleanup prior to vacating our venue at the required time.