

HYBRID AREA EVALUATION AND INTERNATIONAL SPEECH CONTEST 2024 SCRIPT

Speaking Role	Script	Tech Ops Role
Contest Chair- Name	<i>Call Contest to Order</i> Welcome fellow Toastmasters and honored guests to the Combined Areas __, __, and __ Evaluation and International Speech Contest for 2024. Speech contests are an important part of the Toastmasters educational 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. I will now call on our Zoom Host, (Zoom Host Name), to provide some housekeeping reminders for our virtual and in-person audiences:	
Zoom Host- Name	Thank you Contest Chair. - Only emergency technical questions should be discussed in the chat window. Please do not use the chat window for commentary. - Please do not private chat or text the Host or Co-Hosts unless you have an emergency technical question. - No photographs or video recordings are allowed by the audience during contestant speeches, except with advanced approval from the Contest Chair. Only contestants may receive access to their own recording. - For members and guests attending in-person, please keep your phones silenced out of courtesy to our speakers. Please 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. Please remain silent during the minute of silence while the judges mark their ballots. Disclose Fire Exits & Bathrooms. No food in sanctuary. Water is ok. <i>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</i>	Co-Hosts mute microphones and turn off videos as needed. Co-Host 2: Post in the Chat: 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

	<i>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.</i> Back to you, Contest Chair.	
Contest Chair- Name	Thank you.	Co-hosts check that all role players and evaluation speakers are renamed using the proper naming convention. If incorrect, rename then.
Contest Chair- Name	I will begin with an overview of the Evaluation contest procedures, for the benefit of our guests and newer members. The purpose of an Evaluation is to motivate the speaker to continually improve by providing reinforcement for their strengths and gently offering useful advice. The Model Speaker will start the contest with a 5 to 7-minute speech. During the speech, contestants will take notes. Upon completion of the speech, all in-person contestants will be moved outside this room by the Sergeant-at-Arms where they will have 5 minutes to prepare their notes. Virtual contestants will be moved to a Breakout Room with a virtual Sergeant-At-Arms where they will have 5 minutes to complete their notes. During this time I will interview our Model Speaker. I will then ask both the virtual and in-person contestants to turn on their microphone and video and confirm 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. 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. The judges will be given one minute to mark their ballots. I will follow the same process for each contestant. After the final contestant, I will ask the Zoom Host to move all judges to their breakout room to complete their ballots.	

	I will now address our Chief Judge (Chief Judge name) to confirm that all the contestants, judges, and functionaries have been briefed.	
Chief Judge- Name	Thank you. All of the contestants, judges, and functionaries have been briefed. All contestants are eligible to compete. Back to you, Contest Chair.	
Contest Chair- Name	It is time to begin the contest! I have the speaking order for the evaluation contestants. For Area __ they are Evaluator 1 is <name>, Evaluator 2 <name>, Evaluator 3<name>, etc. For Area __ they are Evaluator 1 is <name>, Evaluator 2 <name>, Evaluator 3<name>, etc. For Area __ they are Evaluator 1 is <name>, Evaluator 2 <name>, Evaluator 3<name>, etc. Virtual Timer, please turn on your video. Please help me welcome Model Speaker . **(If attending virtually)**Please turn on your video and unmute your microphone. <i>[Do not give more information about the Test Speaker. Do not put the name or title of the Model Speaker on the agenda]</i> Name: <u>Model Speaker</u> Title: <u>Speech Title</u> Title: <u>Speech Title</u> Name: <u>Model Speaker</u>	Co-Host 2 (Chat Monitor Co-Host) post the speaking order in the chat. Co-Host 3 (Recording Co-Host) record speaker (optional)
Contest Chair- Name	<i>[After the speech is completed:]</i> The Zoom Host and the Sergeant-at-Arms will move 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.	Zoom host moves contestants to breakout room.
Zoom Host- Name	The contestants and SAA are in their breakout room. <i>[Sergeant at Arms in Contestant Room starts the timer for 5 minutes when all contestants have</i>	Zoom host sends broadcast message to all rooms "Moving Contestant # "

	<i>arrived.]</i> <i>Both in-person and Virtual Sergeants at Arms tells 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.]</i> <i>[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.]</i>	before moving contestants.
Contest Chair- Name	Model Speaker, I would like to interview you at this time. [For 5 minutes, interview the test speaker using your prepared questions] Thank you again for being our test speaker. [If attending virtually: Please turn your video off and put your microphone on mute. If attending in person, test speaker may be seated]	
Contest Chair- Name	I will now Introduce Contestants from Area (1st Area). If Evaluator 1 is attending virtually: Evaluator 1 - can you hear me and can you see and pin the timer? <i>[After virtual Evaluator 1 responds, Yes, I can hear you and see the timer and Zoom Host prompts] you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]. The formal introduction is done as follows, (Contestant number, contestant name, contestant name, contestant number). If attending in person wait for miking prompt.</i> Evaluator 1, __ Name __, __ Name __, Evaluator 1 Thank you, Evaluator Number 1. If Evaluator 1 is attending virtually: Please turn off your video and mute your microphone. If Evaluator 1 is attending in-person, please ask him/her to be seated. [Once this is done], One minute of silence for the judges to mark their ballots.	Co-Host (Recording Co-Host) record speakers (optional) Zoom Host send contestant 2 into main room at beginning of 1 minute of silence. Zoom Host send contestant 3 at beginning of 1 minute of silence> <repeat until all contestants have finished speaking> <repeat process for next Area

	If Evaluator 2 is attending virtually: Evaluator 2 - can you hear me and can you see and pin the timer? <i>[After they reply, Yes, I can hear you and see the timer, and Zoom Host prompts] you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]. If attending in person wait for miking prompt.</i> Evaluator 2, _____ Name _____, _____ Name _____, Evaluator 2 Thank you, Evaluator number 2. If Evaluator 2 is attending virtually: Please turn off your video and mute your microphone. [Once this is done], <i>If Evaluator 2 is attending in-person, please ask him/her to be seated.</i> <i>[Once this is done], One minute of silence for the judges to mark their ballots.</i> If Evaluator 3 is attending virtually: Evaluator 3 - can you hear me and can you see and pin the timer? <i>[After they reply, 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, please ask the Technical Host to assist]. If attending in person wait for miking prompt.</i> Evaluator 3, _____ Name _____, _____ Name _____, Evaluator 3 Thank you, Evaluator number 3. If Evaluator 3 is attending virtually: Please turn off your video and mute your microphone. [Once this is done], <i>If Evaluator 3 is attending in-person, please ask him/her to be seated.</i>	contestants> SAA is brought back after last contest leaves breakout room
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[Once this is done], One minute of silence for the judges to mark their ballots.

This concludes the Area (1st Area) Evaluation Contest.

I will now ask for 2 minutes of silence for our judges to complete their ballots for Area (1st Area).

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I will now introduce Contestants from Area (2nd Area)

If Evaluator 1 is attending virtually:

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 the timer and Zoom Host prompts] you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]. The formal introduction is done as follows, (Contestant number, contestant name, contestant name, contestant number) If attending in person wait for miking prompt.

Evaluator 1, Name , Name , Evaluator 1

Thank you, Evaluator Number 1. If Evaluator 1 is attending virtually: Please turn off your video and mute your microphone.

If Evaluator 1 is attending in-person, please ask him/her to be seated.

[Once this is done], One minute of silence for the judges to mark their ballots.

This concludes the Area (2nd Area) Evaluation Contest.

I will now ask for 2 minutes of silence for our judges to complete their ballots for Area (2nd Area).

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I will now introduce Contestants from Area (3rd Area)

If Evaluator 1 is attending virtually:

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 the timer and Zoom Host prompts] you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]. The formal introduction is done as follows, (Contestant number, contestant name, contestant name, contestant number) If attending in person wait for miking prompt.

Evaluator 1, Name , Name , Evaluator 1

Thank you, Evaluator Number 1. If Evaluator 1 is attending virtually: Please turn off your video and mute your microphone.

If Evaluator 1 is attending in-person, please ask him/her to be seated.

[Once this is done], One minute of silence for the judges to mark their ballots.

This concludes the Area (3rd Area) Evaluation Contest.

I will now ask for 2 minutes of silence for our judges to complete their ballots for Area (3rd Area)

Contest Chair – Name	<i>[Tally and Collect Ballots]</i> The in-person Ballot Counters and Timers will be moved to another room. The Zoom Host will move the virtual Ballot Counters, Timers, and Virtual Judges and Chief Judge to a breakout room to complete their ballots. Please remain silent until the Zoom Host notifies us verbally, that they have left the room.	Zoom host moves Chief Judge, voting judges, ballot counters, and timers to Judges' breakout room Judges text their ballot results to the chief judge and ballot counter. Timers text timing results to Chief Judge. 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.
Zoom Host	All virtual Judges, Ballot Counters, and Timers have been placed in the breakout room.	
Contest Chair – Name	We will now interview the contestants. Contestants, (If attending Virtually) Please turn on your cameras. If attending in person, please come up to the front and line up in speaking order by Area starting with Area (1st Area) (Contest Chair or other functionary) will be conducting the Contestant interviews. Please welcome (Contest Chair or other functionary). These contestants will be competing in the International Speech Contest: (Contestant Name(s). Speakers, thank you for competing! We will interview you later at the end of the International Contest) (If attending Virtually) Please turn off your cameras. If the Evaluation Contestant(s) is/are attending in-person, please ask them to be seated. <i>[Interview remaining contestants. Ask 2-3 questions. E.g. What club are you with? Why did you join Toastmasters? Interviews should approximately 5 minutes.]</i> I want to thank all our contestants for their willingness to compete and improve their speaking skills. I applaud you all. Back to you Madam Contest Chair.	When Chief Judge and ballot counters agree on winners they leave the breakout room to join others. 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.
Contest Chair or other functionary		
Contest Chair – Name	At this time, we will take about a 10 minute recess until we have been notified that the results have been completed. Virtually you may chat with others in the chat room, but please do not comment on the contest proceedings. For those guests attending in person, please remember to silence your phones when returning for the International Speech Contest.	

Contest Chair – Name	If I could have your attention please, I will now give control of the meeting to our International Speech Contest Chair, (Name of Contest Chair).	
Contest Chair – Name	Thank you Madam Evaluation Contest Chair. As we begin, for those attending virtually, please turn off your video and mute your microphone. <i>[Optional: Inspirational Thought, Contest Chair Discretion]</i>	Co-host makes sure video is off and mics muted for everyone else
Contest Chair – Name	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 to finish their ballots. I will now address our Chief Judge (Name of Chief Judge) 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 – Name	Thank you. All of the contestants, judges, and functionaries have been briefed. All contestants are eligible to compete. Back to you, Madam Contest Chair.	
Contest Chair – Name	It is time to begin the International Speech Contest. I have the speaking order for International Speech Contestants. For Area (1st Area) Speaker 1 is <name>, Speaker 2 <name>, Speaker 3<name>, etc. For Area (2nd Area) Speaker 1 is <name>, Speaker 2 <name>, Speaker 3<name>, etc. For Area (3rd Area) Speaker 1 is <name>, Speaker 2 <name>, Speaker 3<name>, etc.	Co-Host 2 (Chat Monitor Co-Host) post the speaking order in the chat. Co-Host 3 (Recording Co-Host) record speakers (optional)

Contest Chair Name	<u>I will now introduce Contestants from Area (1st Area).</u> If attending Virtually: Contestant 1, please turn on your video - can you hear me and can you see and pin the timer? [After they respond, Yes, I can hear you and see the timer, and Zoom Host prompts you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]. The formal introduction is done as follows, (Contestant number, contestant name Speech Title, Speech Title, Contestant Name)] <i>If attending in person wait for miking prompt.</i> Contestant 1, _____, Title, Title, _____, Contestant 1 Thank you, Contestant 1. (If attending Virtually) Please turn off your video and mute your microphone. <i>If Contestant 1 is attending in-person, please ask him/her to be seated.</i> [Once this is done], One minute of silence for the judges to mark their ballots. Will the next in-person contestant move to the staging area. If attending Virtually: Contestant 2, please turn on your video - can you hear me and can you see and pin the timer? [After they reply, Yes, I can hear you and see the timer, and Zoom Host prompts proceed with introduction. If there are any technical issues, please ask the Technical Host to assist]. <i>If attending in person wait for miking prompt.</i> Contestant 2, _____, Title, Title, _____, Contestant 2 Thank you, Contestant, 2. If attending Virtually: Please turn off your video and mute your microphone. <i>If Contestant 2 is attending in-person, please ask him/her to be seated.</i> [Once this is done], One minute of silence for the judges to mark their ballots. Will the next contestant move to the staging area.	
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If attending Virtually: Contestant 3, please turn on your video - can you hear me and can you see and pin the timer? [After they reply, Yes, I can hear you and see the timer, **[and Zoom Host prompts]** proceed with the introduction. If there are any technical issues, please ask the Technical Host to assist].

If attending in person wait for miking prompt.

Contestant 3, _____, Title, Title, _____, Contestant 3

Thank you, Contestant 3. **If attending Virtually:** Please turn off your video and mute your microphone.

If Contestant 3 is attending in-person, please ask him/her to be seated.

[Once this is done], One minute of silence for the judges to mark their ballots. Will the next contestant move to the staging area.

If attending Virtually: Contestant 4, please turn on your video - can you hear me and can you see and pin the timer? [After they reply, Yes, I can hear you and see the timer, **[and Zoom Host prompts]** proceed with the introduction. If there are any technical issues, please ask the Technical Host to assist].

If attending in person wait for miking prompt.

Contestant 4, _____, Title, Title, _____, Contestant 4

Thank you, Contestant 4. **If attending Virtually:** Please turn off your video and mute your microphone.

If Contestant 4 is attending in-person, please ask him/her to be seated.

[Once this is done], One minute of silence for the judges to mark their ballots.

This concludes the Area (1st Area) contest.

I will now ask for 2 minutes of silence for our judges to complete their ballots from Area

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I will now introduce Contestants from Area (2nd Area)

If attending Virtually: Contestant 1, please turn on your video - can you hear me and can you see and pin the timer? [After they respond, Yes, I can hear you and see the timer, **and Zoom Host prompts** you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]. The formal introduction is done as follows, (Contestant number, contestant name Speech Title, Speech Title, Contestant Name)]

If attending in person wait for miking prompt.

Contestant 1, _____, Title, Title, _____, Contestant 1

Thank you, Contestant 1. (If attending Virtually) Please turn off your video and mute your microphone.

If Contestant 1 is attending in-person, please ask him/her to be seated.

[Once this is done], One minute of silence for the judges to mark their ballots.

If attending Virtually: Contestant 2, please turn on your video - can you hear me and can you see and pin the timer?

*[After they respond, Yes, I can hear you and see the timer, **and Zoom Host prompts** you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]*

If attending in person wait for miking prompt.

Contestant 2, _____, Title, Title, _____, Contestant 2

Thank you, Contestant 2. (If attending Virtually) Please turn off your video and mute your microphone

If Contestant 2 is attending in-person, please ask him/her to be seated.

[Once this is done], One minute of silence for the judges to mark their ballots.

	This concludes the Area (2nd Area) contest. <i>I will now ask for 2 minutes of silence for our judges to complete their ballots from Area (2nd Area).</i> <u><i>I will now introduce Contestants from Area (3rd Area)</i></u> If attending Virtually: Contestant 1, please turn on your video - can you hear me and can you see and pin the timer? <i>[After they respond, Yes, I can hear you and see the timer, and Zoom Host prompts you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]. The formal introduction is done as follows, (Contestant number, contestant name Speech Title, Speech Title, Contestant Name)]</i> <i>If attending in person wait for miking prompt.</i> Contestant 1, _____, Title, Title, _____, Contestant 1 Thank you, Contestant, number 1. (If attending Virtually) Please turn off your video and mute your microphone. <i>If Contestant 1 is attending in-person, please ask him/her to be seated.</i> <i>[Once this is done], One minute of silence for the judges to mark their ballots. Will the next contestant move to the staging area.</i> If attending Virtually: Contestant 2, please turn on your video - can you hear me and can you see and pin the timer? <i>[After they respond, Yes, I can hear you and see the timer, and Zoom Host prompts you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist]</i> <i>If attending in person wait for miking prompt.</i>	
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	Contestant 2, _____, Title, Title, _____, Contestant 2 Thank you, Contestant 2. (If attending Virtually) Please turn off your video and mute your microphone. <i>If Contestant 2 is attending in-person, please ask him/her to be seated.</i> <i>[Once this is done], One minute of silence for the judges to mark their ballots. Will the next contestant move to the staging area.</i> If attending Virtually: Contestant 3, please turn on your video - can you hear me and can you see and pin the timer? <i>[After they respond, Yes, I can hear you and see the timer, and Zoom Host prompts]</i> you may proceed with a formal introduction. If there are any technical issues, please ask the Technical Host to assist.] <i>If attending in person wait for miking prompt.</i> Contestant 3, _____, Title, Title, _____, Contestant 3 Thank you, Contestant 3. (If attending Virtually) Please turn off your video and mute your microphone. <i>If Contestant 3 is attending in-person, please ask him/her to be seated.</i> <i>[Once this is done], One minute of silence for the judges to mark their ballots.</i> This concludes the Area (3rd Area) contest. <i>I will now ask for 2 minutes of silence for our judges to complete their ballots from Area (3rd Area).</i> 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.	
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Zoom Host Name	All judges, ballot counters, and timers have been placed in the breakout room or have been moved to another room.	Zoom host moves Chief Judge, voting judges, ballot counters, and timers to Judges' breakout room
Contest Chair – Name	We will now interview the contestants. Contestants, (If attending Virtually) Please turn on your cameras. If attending in person, please come up to the front and line up in speaking order by Area starting with Area (1st Area) (Contest Chair or designee) will be conducting the Contestant interviews. Please welcome (Contest Chair or designee).	Judges text their ballot results the chief judge and ballot counter. Timers text timing results to Chief Judge. 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.
Contest Chair or Designee	<i>[Briefly interview all contestants in the order in which they spoke. Ask 2-3 questions. E.g., What club are you with? 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.]</i> 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. Back to you Madame Contest Chair.	When Chief Judge and ballot counters agree on winners they leave the breakout room to join others. 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.

	OFF. - Announce the winners of the contest in reverse order, pausing 5-7 seconds after each contestant so they can be recognized: At this time, we are going to announce the winners. We announce the evaluation contest winners first. For Evaluation Contestants attending virtually: We ask at this time all evaluation contestants to turn their videos on. All others are requested to keep their videos off. <i>[Announce Evaluation Contest Winners]</i> <i>In 3rd place runner up, receiving a certificate for their achievement:</i> - Third place <i>Receiving a medallion for their achievement:</i> - Second place - First place [Announce International speech winners] <i>In 3rd place runner up, receiving a certificate for their achievement:</i> - Third place <i>Receiving a medallion for their achievement:</i> - Second place - First place Thank you for all for participating in this hybrid Contest! Let's end by having our Zoom Master turn attendees videos on. Go to Gallery View so we can see everyone as well as those attending in-person. <Wait a few minutes> Thank you all for attending. Contest Adjourned. You may all stay and mingle as long as you like.	<i>Co-host removes spotlighting of all contestants.</i> <i>Zoom Host closes breakout rooms.</i>
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