*If the contest event includes more than one type of contest or more than one entity (multi-club or multi-area), you will need to appropriately combine contest scripts. If any contestant is in more than one contest, it is important that contestant interviews take place after the last contest of the event.*

## Prior to the start of the contest

1. ***Attend the Contestants Briefing*** *to obtain the speaking order, speech titles, and to learn how to pronounce all of the contestants’ names. There is space provided within the text of this script to write in the speaking order and notes on pronunciation. You will also be given a Profile for each contestant to aid you in performing the Contestant Interviews.*
2. ***Give the Presiding Officer information for your introduction as Toastmaster****. Some examples are your club name, how long you have been a Toastmaster, and your Toastmaster education level and/or officer role.*

## During the contest

1. *After being introduced by the Presiding Officer, open with brief remarks or a story.*
2. ***State:*** The International Speech contest will consist of a series of timed **5-7** minute speeches that will be judged by a panel of judges.

The contestants and the judges have certified their eligibility. The Contest Chair and the Chief Judge have confirmed the eligibility of the contestants and the judges.

1. *Pick the appropriate contest level and* ***state:*** The winner will represent the

* Club at the Area \_\_\_\_\_\_\_\_\_\_\_ contest on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Area at the Division \_\_\_\_\_\_\_\_\_\_\_ contest on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Division at the District 55 contest on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. ***State:*** These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our contestants.
   1. Please place all cell phones or other devices that make audible noises either off or on silent.
   2. No photography of the contestants is allowed during contestant speeches. Please put away cameras, smartphones, tablets, all devices that can take pictures. There will be photo opportunities after the speeches. Video recording is allowed only if the contestant and the Contest Chair have given their approval in advance.
   3. Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the room. If you must leave, please do so during the times of silence between contestant speeches. The sergeant-at-arms will not allow anyone to enter the room during a contestant’s speech.
2. ***Ask:*** Mister / Madam Contest Chair, have all the contestants been briefed, are all the contestants present, and are we ready to proceed with the contest?

*Wait for an affirmative reply.*

1. ***Ask:*** Mister / Madam Chief Judge, have all the Contest Officials been briefed and are we ready to proceed with the contest?

*Wait for an affirmative reply.*

1. ***State:*** In order to allow the judges time to mark their judging forms, we will have one minute of silence after each contestant’s speech and we will have silence after the last contestant’s speech until all the ballots are collected.
2. ***Ask:*** Time Keepers, will one of you signal me when one minute has elapsed between contestant speeches?

*Wait for an affirmative reply.*

1. ***State:*** The speaking order for the contest was determined earlier by having our contestants draw for position. The order for the contest will be:

***Don’t read the speech title at this point – just read the speaking order.***

* 1. Name

Title:

* 1. Name

Title:

* 1. Name

Title:

* 1. Name

Title:

* 1. Name

Title:

* 1. Name

Title:

* 1. Name

Title:

* 1. Name

Title:

1. ***State:*** Each contestant will be introduced only by his or her name, and the title of the speech. I will then repeat the title of the speech and the contestant’s name. The first contestant will now proceed to the staging area. Subsequent contestants will proceed to the staging area during the one minute of silence. All Contestants may remain in the room during this contest.
2. ***Ask:*** Are there any questions? If not, the International Speech contest will now begin.
3. ***Referring to the speaker list on page three, say the speaker’s name and then their speech title. Then repeat their speech title followed by the speaker’s name.***

*Lead applause before and after each speech.*

1. ***After all but the last contestant, state:***  One minute of silence please. Will the next contestant move to the staging area.
2. ***After last contestant, state:*** May we please have silence until all the ballots have been collected. Judges, please hold your ballots up when you have completed them.

* *Note: Ballot Counters and the Chief Judge collect the ballots. Wait until all the ballots have been collected before proceeding,*
* *Note: For a multi-contest event, interviews are to be held after the last contest is conducted. If this is NOT the last contest, skip the remaining steps in this script and proceed with the next contest.*

1. ***Ask:*** Will the contestants please join me up front in order of appearance?

*Lead the applause as they make their way to the front.*

1. ***Contestant Interviews:*** *Present each contestant with a Certificate of Participation, and interview each contestant. Sample questions: A) which club s/he represents, B) how long s/he has been in Toastmasters, and C) an open-ended question from the speech or about one of his/her interests or hobbies from the Biography form.*
2. *Dismiss the contestants with applause, make final remarks, and then return control to the presiding officer.*