

International Contest Chair's Script

Resources for Contest Chair

International Contest Kit <https://www.toastmasters.org/resources/international-speech-contest-kit>

Rule Book - [Speech Contest Rulebook 2024-25](#)

Recommended Instructions:

It is recommended to read all instructions along with the full script prior to the Contest (i.e., as soon as you are appointed to your Contest Chair Role). This script is a general guide. It is in editable format so that you can amend it to suit your own personal style and language. Modify the flow of the script as appropriate for a multi-contest event at any level. Since some contestants are in more than one (1) contest, it is important that contestant interviews take place only after the last speech contest of the event.

IMPORTANT: Email all Contestants at least two (2) weeks prior to the contest date with all details regarding the venue, time, and date of the contest, along with the Speakers Eligibility form, Speakers Profile Sheet (1189), and a copy of the Contest Rule book.

Refer to Page 18-20 of the 2024/25 Contest Rulebook for the Contest Chair Checklist and Briefing notes.

Chair the Contestants' Briefing.

Obtain the speaking order and ask contestants how to pronounce their names. Space is provided within the text of this script to write in the speaking order and notes on pronunciation.

Ask contestants to complete the Speakers Profile sheet (1189) for each contestant to aid in performing the contestant Interviews.

Make sure contestants are not wearing name badges or designation pins (i.e., DTM pin).

At the International Speech Contest, it is doubly important that you double-check and verify each contestant's Eligibility, i.e., that they have completed Levels 1 and 2 of a single Pathway.

Give the event MC any relevant information (if required) for your introduction as Contest Chair. Some examples are your:

- Club name, how long you have been a Toastmaster, and
- Your Toastmaster education level and/or officer role, and
- Maybe something humorous or exciting about yourself.

| Area | Script Wording |
|--------------------------------|---|
| Start Contest | <p>“We will now begin the International Speech Contest. I will read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> 1. To provide an opportunity for speakers to practice their speaking abilities and to recognise the best as encouragement to all. 2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training. |
| Contestant Introduction | <p>Now I will introduce Contestant # <i>(number is always used – NEVER say First contestant or Last contestant, etc)</i></p> <p><i>(Lead Clapping as they come onto the stage)</i></p> <p>Contestant name, Speech Title, Speech Title, Contestant name.</p> <ol style="list-style-type: none"> 1. _____ Title: _____ 2. _____ Title: _____ 3. _____ Title: _____ 4. _____ Title: _____ 5. _____ Title: _____ 6. _____ Title: _____ 7. _____ Title: _____ 8. _____ Title: _____ <p><i>After each Speech contestant</i> One minute silence.</p> <p><i>After one minute</i> Thank you. Now I will introduce contestant # <i>(same order as previously)</i>.</p> |
| End of contest | <p><i>Once all contestants have spoken</i></p> <p>Could we please have silence until the judges have completed their ballot sheets, and the Chief Judge and Tally Counters have left the room.</p> <p>A reminder to Judges: please ensure your ballot is valid by completing your name on the Ballot.</p> <p><i>(remain silent until the chief judge and tally counters have left the room. This could take 3-7 minutes, depending on the number of judges and how large your audience is)</i></p> <p>Thank you for your silence.</p> |

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| <p>Interview Contestants</p> | <p>Could I invite all our International Speech Contestants to come forward for interview questions?</p> <p>This a great opportunity to get to know our contestants better, and where photos can be permitted, either with each contestant or at the end for all Contestants.</p> <p><i>Check with your Contest organiser (prior to the contest) how long you have for this segment of the Contest, as it could be a max of 1 minute or 2 minutes per contestant.</i></p> <p>i.e. Timing will be 1 to 2 minutes. (green 1, amber 1.30, red 2 mins).</p> <p><i>Present the Participation Certificate to the contestant which has been prefilled.</i></p> <p>Which Club / Area / Division do you represent? <i>Now refer to the Speech Contestant Profile sheet for questions to ask.</i></p> <p><i>All contestants must be given the same equal time for interview questions regardless of when the results maybe received.</i></p> <p><i>If there is another contest to be held – adjourn this contest and hand over to the contest chair for the next contest to start proceedings for that contest.</i></p> |
| <p>Announcing the Results</p> <p>New Rule M4 page 13/14 re Multiple Contests at one event</p> | <p><i>At the end of the event, announce the first contest winners, followed by the second contest etc.</i></p> <p>Congratulations to all our contestants.</p> <p>There were NO time disqualifications OR There were # _____ time disqualifications. <i>(never name the contestant disqualified)</i></p> <p>The 3rd place winner is _____ The 2nd place winner is _____ The 1st place winner is _____</p> <p><i>(if less than or equal to 3 contestants, you still announce all Contestants in winning order)</i></p> <p>Congratulations to the winner _____ of (Club/Area/Division) International Speech Contest who will represent us at our Area/Division Contest on _____ (date x) Or District 72 Contest which will be held on _____ May 2025.</p> |

(Allow photo opportunities if required)

District-level contest videos that are submitted to World Headquarters to participate in the Region Quarter-Finals.

Thanks to the contest officials, our contestants, and to you, our audience.

I will now hand over to _____

Or

I declare the contest (event) closed.