

# Online Speech Contest Chair's Script

## Resources for Contest Chair

Online Contest Kit -

[Running the Online Speech Contest 2024-2025](#)

[Online and Hybrid Speech Contest Best Practices](#)

[How to Appear Your Best While Delivering an Online Speech](#)

[Virtual Background Lights](#)

Rule Book - [Speech Contest Rulebook](#)

### ***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 you can amend it to suit your style and language. Modify the flow of the script as appropriate, as it is tailored for all contest levels. 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 by that contestant.

IMPORTANT: Email all Contestants at least two (2) weeks before 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 pages 21-23 of the 2024-25 Contest Rulebook for the Contest Chair Checklist and Briefing notes.

Chair the Contestant's Briefing. Ensure you obtain the speaking order and ask contestants how to pronounce their names. There is space provided within the text of this script to write in the speaking order and notes on pronunciation.

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

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

- Your club's name, how long you have been a Toastmaster, and
- your Toastmasters education level and/or officer role and
- maybe something humorous or exciting about yourself.

## Brief the Sergeant at Arms

Contestants are permitted to remain in the same virtual room throughout the duration of the contest.

The Online Speech Contest Statement below must be read or included in writing in a location that will be visible to all contest participants: A. By attending this online Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the un-associated 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

| Area                              | Script Wording  |
|-----------------------------------|---|
| <b>Welcome &amp; Housekeeping</b> | <ul style="list-style-type: none"><li>▪ Welcome to all Toastmasters and guests to the Online Speech Contest for Club, Area, Division or District level. <i>Delete which does not apply.</i></li><li>▪ The following are the housekeeping rules for this contest</li></ul> <p>Apart from those audience members who have specifically been asked to keep their videos on, we require the remaining audience to keep their videos off and sound muted at all times during the contest except during breaks. This will assist with the bandwidth.</p> <p>Only a few officials will be visible to contestants when speaking – the contest chair, chief judge, and timers.</p> <p>Chat will not be available except with Tech Support and myself. xxx put contact numbers in the chat box in the event you need to contact tech support.</p> <p>Technical Issues: If serious technical issues occur during the contest, the Chief Judge and Contest Chair confer and determine what action to take.</p> <p>Announcement of the contest winners will be at the end of the contest at ( ), at which time videos and sound can be turned back on.</p> <p>If at any time you need to leave to do something else, do not leave the meeting room; ensure your video is off and sound muted.</p> <ul style="list-style-type: none"><li>~ Once the contest has begun, Tech Support will secure the doors, and members of the audience will be asked to refrain from leaving or entering when anyone is speaking. You are only permitted to leave the room within the 1 minute of silence</li><li>~ No photography is permitted until you are invited to do so at the end of the contest.</li></ul> |



| Area   | Script Wording   |
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|  | <p>until their time reaches four (4) minutes and 30 seconds and is not disqualified until their time reaches seven (7) minutes and 31 seconds.</p> <p>Timers: Can we please test the lights as I read out the timing instructions.</p> <p>Green at 5 minutes</p> <p>Amber/Yellow at 6 minutes and</p> <p>Red at 7 minutes.</p> <p>The light will stay Red until the Contestant has finished speaking.</p> <p>Thank you, Timers.</p> <p>Judges have been instructed <b>not</b> to consider time in their ranking of speakers.</p> |
| <p><b>Rules of Contest</b><br/><i>Optional</i></p> | <p><i>Contest Chair this next part may not be necessary for your speech contest if your audience are experienced toastmasters and familiar with contest rules.</i></p> <p>The rules for this contest are</p> <ol style="list-style-type: none"> <li>1. The Online Speech Contest begins at the club level and proceeds through the Area, Division, and District.</li> </ol>  |

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| <p><b>Start Contest</b></p>           | <p>“We will now begin the Online Speech Contest. I will read the purpose of the contest as defined by Toastmasters:</p> <ol style="list-style-type: none"> <li>1. To practice public speaking and content development in a competitive setting using an online platform.</li> <li>2. The topic and purpose of each speech is determined by the speaker. Every speech should fit within the overall purpose of the contest: To clearly develop and present ideas in a substantially original speech.</li> </ol>  |
| <p><b>Contestant Introduction</b></p> | <p>Now I will introduce<br/> Contestant # <i>(the number is always used – NEVER say First contestant or Last contestant, etc)</i></p> <p><i>After introducing the contestant, the contestant must say “Thank you, Contest Chair”</i></p> <p><i>If audio and visuals are working the contest chair will respond “Your welcome” and</i></p> <p>Contestant name, Speech Title, Speech Title, Contestant name.</p> <ol style="list-style-type: none"> <li>1. _____ Title: _____</li> <li>2. _____ Title: _____</li> <li>3. _____ Title: _____</li> <li>4. _____ Title: _____</li> <li>5. _____ Title: _____</li> <li>6. _____ Title: _____</li> <li>7. _____ Title: _____</li> <li>8. _____ Title: _____</li> </ol> <p><i>After each Speech contestant</i><br/> One minute silence.</p> <p><i>After one minute</i><br/> Thank you. Now I will introduce contestant # <i>(same order as previously)</i>.</p> |
| <p><b>End of contest</b></p>          | <p><i>Once all contestants have spoken</i></p> <p>Could we please have silence until the Chief Judge and Tally Counters have been moved to the breakout 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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| <b>Interview Contestants</b> | <p>Could I invite all our Online Speech Contestants to be spotlighted for interview questions?</p> <p>This an excellent opportunity to get to know our contestants better, and this is where Photos can be permitted, either with each contestant or at the end for all Contestants.</p> <p><i>Check with your Contest organiser (before 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, which has been prefilled, to the contestant.</i></p> <p>Which Club / Area / Division do you represent?<br/><i>Now refer to the Speech Contestant Profile sheet for questions to ask.</i></p> <p><i>All contestants must be given the same 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 the contest chair for the next contest will start proceedings for that contest.</i></p> |
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