Running the
Online Speech Contest

This online guide is specifically designed to
create consistency with the Online Speech Contests
run in District 72.

This guide does not replace
the Speech Contest Rulebook. In the event
anything in this guide contradicts the

Speech Contest Rulebook, the rules must be followed.

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Introduction

The Online Speech Contest is a new contest introduced by Toastmasters International in 2024.

- All contestants and officials must participate live, online, from physically distant locations, in real-time, using equipment they obtain themselves.

- The 2024-2025 Speech Contest Rulebook states this contest 'enables members to practise public speaking and content development in a competitive setting using an online platform.' Contestants will deliver a **5 to 7 minute speech** which is substantially original. Its topic and purpose are determined by the speaker and may be in any style, eg, humorous, inspiring, motivational, etc.
- The Online Speech Contest follows all the rules outlined in the General Rules section of the Speech Contest Rulebook 2024-2025.

- This contest goes to District level only.

Toastmasters International Resources

The following links provide support and information for assisting with the setting up and running of an online contest:

Speech Contest Rulebook
Speech Contest FAQs
Speech Contest Tutorials
How to appear your best online

From this page you can select *Online/Hybrid Contests* from the left-hand menu bar and then download two documents: *Best Practices for Online and Hybrid Speech Contests* and *Video Recording Guidelines for Online/Hybrid Contests.*

Signalling backgrounds

Contest Documentation

All contest documentation and certificates are the same as for a face-to-face contest. Everything can be downloaded as form-fillable PDFs from Toastmasters International (www.toastmasters.org) or from the District 72 website (www.toastmasters.org.nz). Much of this documentation should be pre-filled prior to the contest as this speeds up processes on the day.

Another very useful document is a run sheet which details who does what and when during the actual contest. A sample is provided in Appendix 7.

Contest Officials

The following contest officials will be required:

- A Contest Chair
- A Chief Judge
- At least 5 voting judges at club level

Note: at Area level there must be an equal number of voting judges from each club in the Area, or a minimum of 5 voting judges; at Division level there must be an equal number of voting judges from each Area or a minimum of 7 voting judges; at District level there must be an equal number of voting judges from each Division or a minimum of 7 voting judges.

- A tiebreaking judge
- Two tally counters
- Two timers
- One backup timer (in case of technical difficulties)
- A Sergeant-at-Arms to manage movement in and out of the breakout room(s).

In addition to the contest officials, you will require:
- A project manager to co-ordinate the event. They could also be the MC during the contest. If not, a separate MC is required.
- Tech support (two is ideal) to manage online functions such as:
  - Any waiting room to control the entry of audience
  - Renaming contestants and contest officials
  - Spotlighting speakers
  - Screen sharing of any PowerPoint used
  - Breakout room (for the Chief Judge and tally counters to meet to determine results).
  - Recording of the contest, if required.

Planning an online contest

An online contest generally requires the following (especially beyond club level):

Recruitment of:
- Contest officials: Contest Chair, Chief Judge, tally counters and timekeepers.
- Judges (by the Chief Judge)
- A project manager/MC
- Tech support to manage Zoom functionality (ideally two people).

Set up of Zoom meeting for:
- The actual contest
- Contestants' preparation (pre-contest to help them look their best)
- Judges' briefing (can take place well before the contest day)
- Practising Zoom functions with contestants and other contest officials, particularly for Area, Division and District levels. This takes place pre-contest.

Download and circulate pre-contest documentation (form-fillable PDFs).

Production of:
- Agenda
- PowerPoint to share during the contest (speaking order, certificates)
- Run sheet (essential beyond club level).

Communication decisions and set up
- Contestants, officials, tech support and MC contact details (email and phone)
- Judges' contact details only circulated to other judges by the Chief Judge
- Immediate method of communication for the actual contest, eg, Messenger/WhatsApp groups

- How judges' ballots and timekeepers' reports are to be circulated (email works best – sent to Chief Judge and tally counters. Ensure judges are advised to write: 1st place, 2nd place, 3rd place and not 1, 2, 3 which can be confused with the scoring of contestants).

Practice sessions for
- Contestants
- Judges and other officials
- Tech support

Preparing Contestants

Making the most of how they appear and sound
- Some contestants will never have competed online and will probably need assistance to look and sound their best for the contest.

- It is suggested that a Zoom session is held for contestants a week or so before the contest. Ask them to turn up to the meeting dressed for the contest. This will allow them to receive some advice about lighting, sound, position of camera, clothing etc, so they appear their best on the day. Appendix 1 can be sent out to them beforehand and used to help them prepare before the Zoom call.

- At this meeting the speaking area can be determined based on the contestant with the least opportunity for movement and space. Usually this works out to be about one metre away from their device, and a metre either side of themselves for movement. Contestants with higher levels of technology cannot be advantaged by this if others do not have the same access.

Contestants' briefing
This can be conducted several days before the contest and is run by the Contest Chair. It can be combined with the session on helping contestants look/sound their best but it is suggested that if this happens, the briefing is run first.

Appendix 2 provides guidance for the Contest Chair on preparation for and delivery of this briefing.

Speaking order is determined at this event and should be emailed to the Chief Judge, Project Manager and Tech support as soon as possible, and added to any run sheet used.

Contestants' practice
Contestants will benefit from a practice meeting which will familiarise them with Zoom and the features they will encounter during the contest. Have the timekeepers at this meeting, which will be run by Tech Support, and familiarise contestants with:
- Spotlighting
- Identifying the timing signalling devices on screen
- Setting themselves up before speaking.

Preparing contestants once in the contest
Contestants should name themselves with their full name to help with spotlighting. They should not add any other information such as club or Area to their names.

Preparing Judges

Judges for an online contest can come from anywhere in the world if the time difference is OK with them.

Prior to the Judges' Briefing, the Chief Judge should email the Judge's Certification of Eligibility and Code of Ethics form out and ask for it to be completed and returned to them, well before the contest.

The actual Judges' Briefing can take place several days before the contest. The Chief Judge conducts this meeting and can use the information in Appendix 3.

It is important judges understand the need to have their Online Speech Contest Judge's Guide and Ballot form completed as fully as possible, with contestants' names, prior to the contest, and to have any emails for returning results prepared in draft form, ready to send to the Chief Judge and tally counters.

Judges should not have their videos on during the Online Speech Contest. If a few faces are being made visible during the contest to help contestants feel they have a real audience, the Chief Judge may be one of these.

Preparing other contest officials

The Chief Judge briefs the tally counters and timekeepers. This could be done via email or a separate Zoom call. It is important that timekeepers join at least one of the practice sessions for contestants and are very familiar with the use of signalling backgrounds (lights).

Tally counters are advised to add contestants' and judges' names to their Counter's Tally Sheet well before the contest, to speed up the calculation of results. They need to be familiar with entering and leaving a breakout room as they will meet with the Chief Judge in a breakout room to complete the ballot counting process.

Information for timekeepers is in Appendix 5.

Preparing the audience

It is much better for audience members to have their videos off and to be on mute at all times. This allows for non-video participants to be hidden, and one timekeeper/Contest Chair, Chief Judge and MC to be the only people visible to contestants. In Zoom, contestants can check 'Hide non-video participants' in Video Settings.

Ideally, Tech Support will have set up a waiting room as part of the meeting set-up in Zoom. This allows for controlled entry of audience members whilst last minute checks and discussions take place amongst contest officials, who should arrive in the meeting before the official start time.

The use of Chat during a contest should only be enabled to allow people to talk to the Host, Co-Host or Tech Support. If general chat is allowed, some people may send messages of support to specific contestants, which is unfair to those not receiving anything.

Tech Support will control the muting and unmuting of the audience.

The MC advises the audience of the contest protocols (ie, muted except during any break, videos off, no chat, etc.) at the start of the contest. These items of information could also be displayed on a PowerPoint slide for audience members as they arrive).

Running the Contest

The run sheet samples in Appendix 7 provide a guide to the format and running of the contest, identifying what takes place when and who is responsible. At Area, Division and District levels a run sheet ensures everything takes place smoothly and professionally.

Ending the Contest

- Remember to thank everyone who has participated and made the event successful.
- Let the audience know the details of the next level of the contest.
- Chief Judge emails the Notification of Contest Winners form to the Contest Chair of the next level of the contest. It's a good idea to include the Area Director and Division Director into this communication so all contestants' positions can be recorded.
- If the contest has been recorded, advise everyone of where it will be published. If anyone disagrees, they must be removed from the recording.

Appendix 1 – Information to help contestants look their best

Prepare the lighting
- Avoid fluorescent lights and overhead lights if possible.
- Position lights behind the camera – perhaps one on the left and one on the right. This will light up your face and reduce shadows.

Camera position and use
- Your camera should be at eye level.
- If using a laptop, raise it up so your eyes are at the same level as the camera. Avoid looking down at the camera – the view up your nose is not very appealing.
- When speaking, look directly into the camera. Avoid looking at your image on the screen.
- If standing, ensure you have set your camera up in advance and know how much area you have to move around in. Check that you can be heard if the camera is some distance away.

Sound
- The sound from devices sitting on hard surfaces can be distorted and 'tinny'. If a blanket or other thick covering is used to cover the hard surface, sound quality improves.

Headsets
- Avoid the use of a headset if possible.

Background and environment
- Perform in front of a neutral background. If this is a wall, remove any distractions, eg, art works, posters etc. A sheet could be put up to hide distractions.
- If you perform in front of drawn curtains, make sure they are fully closed and no light creeps in. Choose neutral curtains as a background as patterns distract the audience.
- Make sure there is no clutter around you – again, this is distracting to the audience and judges.

Dress
- Dress your best! Avoid plaids, stripes and patterns. Choose solid, bold colours (think newsreaders on TV). Consider these colours in relation to the background you are performing in front of. For example, a cream background and light-coloured blouse or shirt won't enhance your appearance.
- Take care if you wear glasses as some lighting may cause glare which reflects on the lenses.
- Are you well-groomed? If not, lots of imperfections may become obvious to the audience.

Prepare the family/flatmates
- Make sure the family knows that when you are delivering your speech, you must not be interrupted, and background noise should be eliminated where possible.
- Remove pets from the room to avoid unwanted performances!
- Ensure you have as much bandwidth as possible when delivering your speech. If other family members/flatmates are watching TV or gaming, your connectivity could be affected.

Appendix 2 – Information for Contest Chair to use when briefing contestants

Briefing preparation
- The briefing is to take place at least two days before the contest.
- Conduct the meeting via Zoom – work out a time that is suitable for all contestants.
- Email contestants the following forms well ahead of the contest date, and ask that they are emailed back to you before your briefing:
  - Speaker Eligibility form (including speech title)
  - Contestant Profile form (if used). Contest Chair may ask other questions if they wish.

- Email contestants a copy of the latest Speech Contest Rulebook.

- Work out how you are going to draw for speaking order. You may want to use cards with images on one side and numbers on the other. Each contestant selects an image, and the number on the reverse of the card determines their speaking position. There are various online tools which can assist with this but remember, that each contestant must have a choice using whatever method you choose.

Briefing information

- **Eligibility**
  - All contestants must be paid up members of a club in good standing.
  - They may not be a current District Officer, eg, an Area or Division Director.
  - In addition, they may not serve in a contest official role or presenter role at the same contest type in which they are competing, nor may they be a presenter of an education session, Contest Chair or MC for the event at which the contest will be held.

- **Speaking area**
  - This should have been determined prior to the contest and contestants should have practised within the parameters set.

- **Speaking order**
  - Draw for speaking order (see ideas above) and once it has been determined, email it to the Chief Judge and Tech Support. The Chief Judge will forward this to the tally counters and judges (voting and tiebreak).

- **Contest timings and signalling backgrounds**
  - Timings for the Online Speech Contest are:
      Green light at 5 minutes
      Orange light at 6 minutes
      Red light at 7 minutes

  - Speakers will be disqualified if they speak for **less than 4 mins 30 seconds** or **more than 7 minutes 30 seconds**.

- **Other grounds for disqualification**
  - Content for the Online Speech Contest must be at least 75% original material. If material from other sources is used, it should be acknowledged as such.
  - If a speaker references something an earlier speaker has said in their speech, they may be disqualified.

- **Technical aspects**
  - Contestants will need to check they can see the signalling devices as they are announced.
  - They will be spotlighted by Tech Support when it is their turn to speak.
  - The Contest Chair will ask them to indicate when they are ready. Once the contestant indicates they are ready, the Contest Chair should introduce the speaker formally with their name, speech title, speech title and name. It is then over to the contestant to speak.
  - If there are serious technical issues during the contest, the Chief Judge and Contest Chair confer and determine what action to take.

- **Judging**
  - Judges will use the normal criteria on their ballot forms. They are instructed not to take technology or timing into account.

- **Privacy**
  - Any contestant may decline to be recorded if the contest is being recorded. They need to advise the Contest Chair as soon as possible so Tech Support can be informed.

- **Use of virtual backgrounds**
  - Tempting though it may be contestants should not use virtual backgrounds as these distort movement and gestures.

- **Technical problems**
  - If either the signalling device or the stopwatch fails, a contestant receives 30 seconds extra overtime before being disqualified. If either timekeeper loses connection partway through the contest, this also means the affected contestant receives an extra 30 seconds.
  - If speakers experience technical problems when delivering their speech, and the Chief Judge feels this is hindering the judges' ability to judge them fairly, then a pause can be requested by the Chief Judge. It is the Chief Judge's responsibility to explain how long the contest will be paused.

- **Protests**
  - Protests on grounds of eligibility, originality or referencing another contestant's speech can be made by contestants or judges. Contestants should contact the Contest Chair on their mobile, if they wish to protest.

- **Audience**
  - The audience will be muted and videos will be turned off for most people.

- **Contestant interview**
  - If these are to take place, they will be conducted by the Contest Chair immediately after the contest completion and after the presentation of participation certificates.

- **Presentation of participant certificates and announcement of winners**
  - Participation certificates will be presented after the contest (via PowerPoint) but before contestants are interviewed. Winners' will be announced at the end of the contest and presented with online certificates. Post-contest, soft copies of certificates should be emailed to all placegetters and participants.

- **Day of the contest**
  - Contestants should arrive in the Zoom meeting 30 minutes before the contest start time, so that technical issues can be ironed out early. They need to know the mobile number of the Contest Chair and Tech Support.

Appendix 3 – Information for Chief Judge to use for judges' briefing

- **Normal briefing information**
  - o Much of the judges' briefing will focus on judging criteria and how it is to be applied for the Online Speech Contest. Ensure contestants know their role is to pick a winner, ignore speech timings, and that they must place three contestants if three or more are competing. There are to be no ties and, if they wish to protest, they should contact the Chief Judge before ballot counting begins.

In addition, the following needs to be covered to address the issues arising from the online medium:

- **Signing in to the contest**
  - o Judges should keep their own names in an online contest and ensure their videos are switched off at all times so they appear as members of the audience.

- **Speaking area**
  - o Prior to the contest, the Chief Judge will be advised of the speaking area by the Contest Chair. The Chief Judge explains the limitations of the area and advises judges not to take it into account if someone steps outside, but stays on camera. However, judges, using the criteria on their ballot forms, may mark a contestant down if they feel the use of the speaking area is detrimental to the speech.

- **Technology**
  - o Explain to judges that technology used by contestants will differ, and not everyone will have the same set up. Technology limitations should not be taken into consideration when judging.

- **Judges' Guide and Ballot**
  - o These forms should have been emailed to judges as form-fillable PDFs before the Judges' Briefing.
  - o Only the criteria on this form should be used by judges to rank the contestants.
  - o The Chief Judge is to explain how to fill in the ballot form and emphasise that it should be filled in as much as possible before the contest. Contestants' speaking order will be available before the day of the contest so names can be added well in advance.

- **Returning results to the Chief Judge and tally counters**
  - o There are various ways for judges to return the ballot form or results to the Chief Judge and tally counters. These should be determined in advance so judges can be well-prepared and there are no delays prior to tally counting.
  - o The quickest method is for judges to return results via email. Prior to the contest, they should have received the email addresses of the Chief Judge and tally counters. They can then prepare a draft email populated with these addresses and with the subject line: 'Online Speech Contest Results'.

    In the body of the email, they should enter the following:
    1st place -
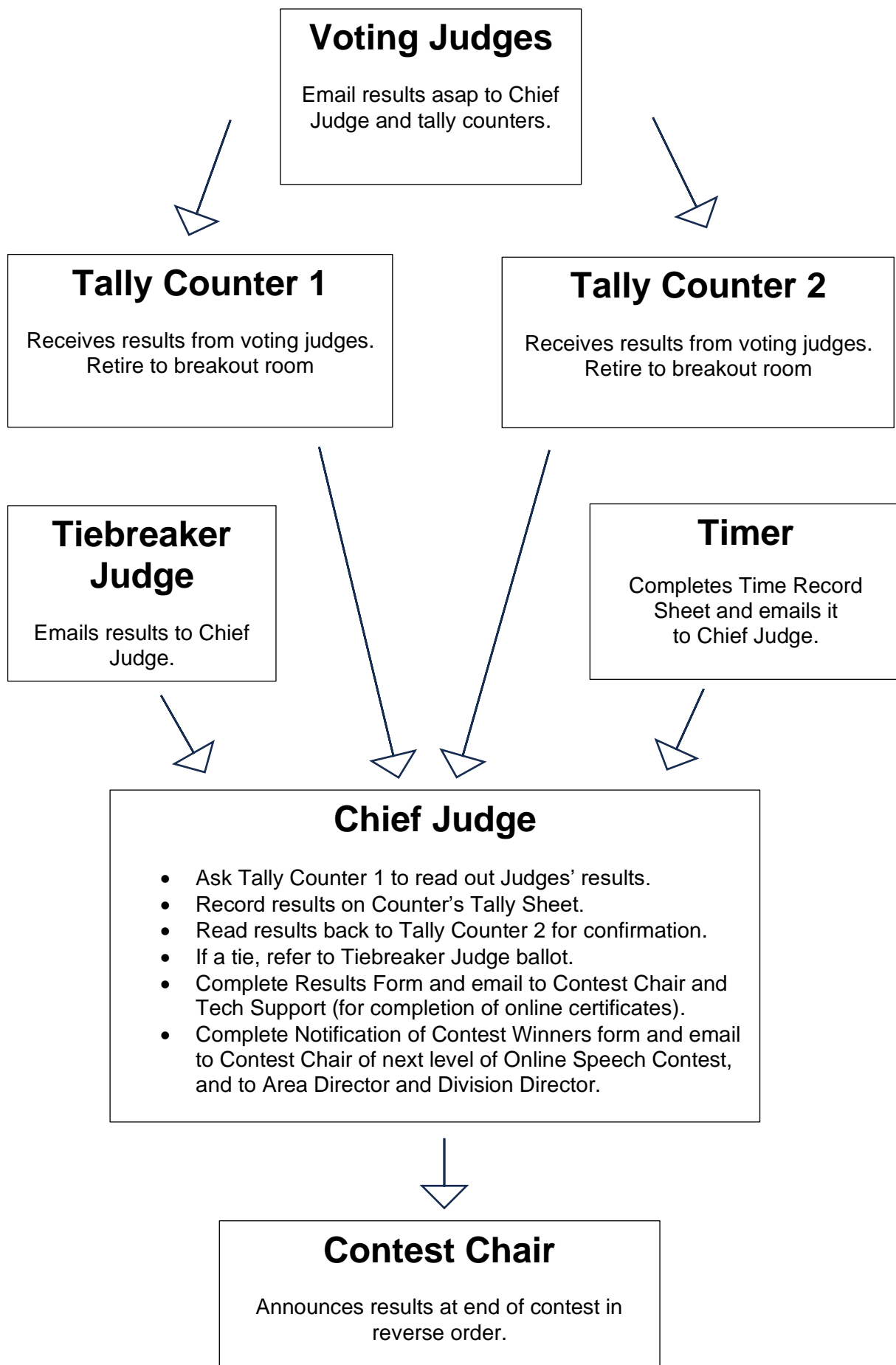   **2nd place -**
    3rd place -
    Judge's name

    They should not enter 1, 2, 3 to differentiate the placegetters as this can be confused with the scoring method used to determine the winners.

  - o Once the contest has concluded, it is quick to add a name to 1st place, 2nd place and 3rd place and then send the email.

- o The Chief Judge should respond quickly to judges' emails to let them know their results have been received.

- **Protests**
  - o If any judge wishes to protest, they should contact the Chief Judge as soon as possible, but definitely before tally counting starts, using the chosen method of communication, eg, phone/text.

- **Technical issues during the contest**
  - o The Chief Judge has the authority to pause the contest if there are technical issues such as:
    - something which hinders a judge's ability to judge a contestant (apart from a minor issue).
    - a contestant obviously having issues with their technology.
    - a large number of audience members being unable to hear the contest.

  - o The Chief Judge needs to explain how the contest will be paused and for how long.
  - o If judges have technical issues, they must contact the Chief Judge as soon as possible, using the communication system chosen.

- **Contact methods**
  - o Judges are to be provided with the emails and phone numbers of the Chief Judge and tally counters.
  - o An alternative system of communication, which everyone is comfortable with, eg, a text group or Messenger is strongly advised. Ensure judges have these contact details pre-saved in their email system/Contacts/other apps etc.

- **After the contest**
  - o Judges must delete/destroy any contest documentation saved during the contest, once it has finished.

Appendix 4 – Ballots to results diagram

Voting Judges

Email results asap to Chief Judge and tally counters.

Tally Counter 1

Receives results from voting judges. Retire to breakout room

Tally Counter 2

Receives results from voting judges. Retire to breakout room

Tiebreaker Judge

Emails results to Chief Judge.

Timer

Completes Time Record Sheet and emails it to Chief Judge.

Chief Judge

- Ask Tally Counter 1 to read out Judges' results.
- Record results on Counter's Tally Sheet.
- Read results back to Tally Counter 2 for confirmation.
- If a tie, refer to Tiebreaker Judge ballot.
- Complete Results Form and email to Contest Chair and Tech Support (for completion of online certificates).
- Complete Notification of Contest Winners form and email to Contest Chair of next level of Online Speech Contest, and to Area Director and Division Director.

Contest Chair

Announces results at end of contest in reverse order.

Appendix 5 – Information for timekeepers

- Two timekeepers are required for any contest. One manages the stopwatch and records the official times (the official timer) on the Time Record Sheet, and the other manages another stopwatch in order to operate the signalling device.

- If either the signalling device or a stopwatch fails, the contestant affected receives 30 seconds extra, over time, before being disqualified. If either timer loses connectivity partway through the contest, the affected contestant also receives an extra 30 seconds.

- Ensure the person managing the signalling device knows how to install and change the coloured background slides. These can be downloaded here.

- The timekeeper managing the slides should hide their video and change their name to 'Timekeeper'.

Communication if timekeepers not in the same location
- If both timekeepers are not in the same location, they will need a way of communicating with one another. This could be by text/phone/Messenger or WhatsApp etc.

- The official timekeeper who has recorded the times on the Timer's Record Sheet needs to email this form to the Chief Judge immediately after the contest has finished.

Appendix 6 – Timeline

The timelines below are only a guide although a 2 to 3 week preparation window is recommended.

Task	Responsibility	When	Notes
Appoint Tech Support	Project Manager	3 weeks prior	Two people ideally for a large event with slide show/breakout room etc.
Appoint Chief Judge	Project Manager	3 weeks pre-contest	
Appoint Contest Chair	Project Manager	3 weeks pre-contest	
Appoint Voting and Tiebreak judges	Chief Judge	3 weeks pre-contest	Judges can be appointed from anywhere in the world for the Online Speech Contest. Check their eligibility in the Speech Contest Rulebook. At Area, Division and District levels they may not belong to the same club as any contestant.
Appoint timekeepers (2), Tally counters (2) and Sergeant-at-Arms to manage breakout room for ballot counting	Project Manager	2 weeks prior	
Prepare spreadsheet of contact details (names, emails and phone numbers) for all contest officials, (excluding judges), Tech Support, Contestants and Chief Judge – circulate to contest officials, Chief Judge and Tech Support	Project Manager	2 weeks prior	
Prepare spreadsheet with contact details of all judges (names, emails and phone numbers)	Chief Judge	2 weeks prior	Judges should only be known to the Chief Judge until ballot counting takes place.
Email copy of Judge's Eligibility form, Judge's Guide and Ballot form and Speech Contest Rulebook to all judges	Chief Judge	2 weeks prior	
Email copy of Speech Contestant Eligibility form and Speech Contest Rulebook to contestants	Contest Chair	2 weeks prior	Contest Chair may wish to also send a copy of the Judge's Guide and Ballot form to all contestants so they understand the judging criteria.

Schedule and circulate Zoom meeting link for: • The contest • 'Look your best' session (for contestants) • Contestants' Briefing • Judges' Briefing • Contest preparation (familiarisation with Zoom for contestants, timers, Sergeant-at-Arms and Tech Support).	Tech Support / Project Manager	2 weeks prior	Some of these meetings may be able to be scheduled using a basic (not paid) Zoom account by those running them, if they prefer. The time available for such unpaid for meetings is 40 minutes.
Prepare contest agenda	Project Manager	10 days prior	Keep agenda simple - see Appendix 8
Circulate Zoom contest link and agenda to potential audience	Project Manager	10 days prior	For a Division or District contest advertise in the D72 monthly newsletter and on Facebook to reach a wider audience. Your Area Director and Division Director can email members of their Area and Division.
Set up a Messenger, WhatsApp or other form of communication for contest officials, including Tech Support and Chief Judge	Contest Chair / Tech Support / Project Manager	10 days prior	A quick method of communicating with contest officials and Chief Judge is highly recommended for use during the contest. Chat should not be used for contest-related discussions.
Hold Zoom meeting to help contestants look their best online.	Contest Chair / Tech Support / Project Manager	7 days prior	Guide each contestant in the setup of their device, their clothing, lighting and space entitlement so they can appear their very best on the day.
Hold Zoom meeting to help contestants familiarise themselves with Zoom functions and meet timers	Contest Chair / Tech Support / Project Manager	7 days prior	Practise spotlighting and ensuring timers know how to use signalling backgrounds and contestants know where to look for these. Also, ensure contestants know how to prepare themselves on the day.
Prepare participation certificates and upload to PowerPoint. Prepare placegetter certificates ready to add names.	Project Manager	5 days prior	Participation certificates can be presented in any order.
Hold Zoom Contestants' Briefing	Contest Chair	3-4 days prior	See Appendix 2. Make sure Contest Chair has forms back from contestants.

Email candidates' speaking order to Chief Judge, Tech Support and Project Manager	Contest Chair	Immediately after contest briefing	
Email speaking order to judges for their Guide and Ballot for	Chief Judge	Upon receipt from Contest Chair	
Email tally counter forms with contestant names to tally counters	Chief Judge	2-3 days prior	
Email Time Record Sheet to timekeepers and contestant names	Chief Judge	2-3 days prior	
Hold Judges' Briefing	Chief Judge	2-3 days prior	Include timekeepers and Tally counters
Add contestant speaking order to PowerPoint slide	Project Manager	Once received from Contest Chair	
Finalise any run sheet used and circulate to Contest Chair, Tech Support and Chief Judge	Project Manager	2-3 days prior	
Chief Judge to circulate run sheet to judges / timekeepers and tally counters	Chief Judge	2-3 days prior	
Check in with Contest Chair and Chief Judge	Project Manager	Day before	
Check PowerPoint finalised and accessible to Tech Support	Project Manager	Day before	

Appendix 7 – Sample contest run sheet

Time	Event	Who?	Lights / Timing
1900 hours	Introduce Contest Chair	MC	2 mins max
	Contest introduction Share slide of speaking order	Contest Chair MC or Tech Support	5 6 7
1910	**Run contest using contest script** Check with Chief Judge that all judges have been briefed.	Contest Chair Contest Chair	
	Begin contest Introduce each contestant by name and ask them if they are ready (allow time for them to check volume, arrange themselves etc. When they are ready …	Contest Chair	
	Introduce each contestant with name / speech title / speech title / name Speaking order: List names of contestants in order.	Contest Chair	5 6 7 per contestant with one minute's silence in between each. No need for indefinite time after final speaker as judges will work in background.
	End of contest Open breakout room	Tech Support	
	Ask SAA to accompany Chief Judge and Tally counters to breakout room	Contest Chair	
	Present participation certificates and then interview contestants	Contest Chair	
	Break		
	Ballot counting takes place in breakout room	Chief Judge and tally counters	
	Results Form emailed to Contest Chair and Tech Support (to add winners' names to PowerPoint slides)	Chief Judge	
	Receive Results Form from Chief Judge / announce winners	Contest Chair	
	Thank audience, judges, and all other contest officials Announce date/time/venue of next level of contest	Contest Chair Contest Chair	

Appendix 8 – Sample contest agenda

XXXXX Toastmasters

Online Speech Contest – (insert date and time)

Zoom Meeting – Number: xxxxxxx
Meeting link
Password: xxxxxxx

AGENDA

9.00 am	Virtual doors open – contestants and contest officials/functionaries to arrive for sound, video checks etc.
9.40 am	Virtual doors open for visitors and all other Toastmasters

Please DO NOT log on before 9.40 am if you are not a contestant, official or functionary

10.00 am	Welcome by XXXXXX	Name (5 mins)
10.05 am	Online Speech Contest	Contest Chair Name
	5 - 6 - 7 minutes for each speaker then one minute's timed silence after each speaker.	
	Speakers (not in speaking order) Speakers' names	
10.50 am	Presentation of participant certificates and contestant interviews	Contest Chair Name
11.10 am	**Break – 10 minutes**	
11.20 am	Announcement of results	Contest Chair (3 mins)
11.23 am	End of contest	