

District International Speech Contest – DISTRICT 100

AGENDA AND SCRIPT

Date and Time to be determined – location to be determined

- 7:00am** **PRE-CONTEST SET UP:** Contest team
- Lectern, Flags, Medals, Registration Table, Sign-in Sheets, Contest Paperwork, Certificates, Thank You Notes, Miscellaneous Flyers.
 - NOTE: Contest will be held in the same room as the Business Meeting; ensure that room set-up is adequate **before** Business Meeting
- All Day** **REGISTRATION:** Contest team
- Set up Registration Table and handle Registration.
 - Sign in on Dignitaries Protocol register and give to Contest Chair
- 1:50pm** **PRE-CONTEST BRIEFINGS**
- **Chief Judge:** **to be determined**
 - Meet with judging officials, except Tie Breaker Judge whom is briefed separately. Use the Judges Briefing Guide and inform the judges of their role. Be certain to collect Judges Eligibility Forms from each judge and provide the necessary paperwork.
 - Include Ballot Counters so they know who the judges are.
 - **Toastmaster:** **to be determined**
 - Meet with contestants
 - Confirm Eligibility and Bio forms are completed and give signed Certificates of Contestant Eligibility to Chief Judge for verification.
 - **NEW RULE:** Remind contestants that the use of digital devices for an unfair advantage is prohibited.
 - Draw for speaking order. Order cannot be changed.
 - Define speaking area.
 - Contestant advises Contest Chair/Toastmaster if they will be going into the audience or using props (a person can be a prop). Contestant has 1 minute for setup before being introduced.
 - Timers review timing rules - collects contestant speaking order info for the Chief Judge.
 - Note title of speech (will be provided separately)
 - Verify name pronunciation.
- 2:25pm** **FIVE MINUTE WARNING FROM SAA:** **to be determined**
- 2:30pm** **OPEN CONTEST**

- **SERGEANT AT ARMS: to be determined**
 - Call audience to assemble.
 - Ask audience to “please be seated.”
 - Point out exits
 - Confirm restroom locations.
 - Turn off cell phones.
 - Introduce Contest Chair: *suggested intro:*

Ladies and Gentleman, it is my pleasure to introduce the Contest Chair of this Event <Name>.

- 2:30pm** **CONTEST CHAIR: to be determined**
- General Welcome
 - Introduce **Invocation or Inspiration and Pledge Leader**

- 2:32pm** **PLEDGE / INSPIRATION: to be determined**
- Lead Pledge of Allegiance
 - Provide inspirational quote / story (1-2 minutes)
 - Hand control back to Contest Chair:

Ladies and Gentleman, I now return control to the Contest Chair of this Event <Name>.

- 2:35pm** **CONTEST CHAIR: to be determined**
- Welcome first timers
 - Introduce dignitaries from the dignitary register
 - **ANNOUNCE:** that the doors remain closed during the contests.
 - Inform audience that “***no photos/videos can be taken unless previously authorized by the contestants.***” **Say:**

“Ladies and Gentleman, it is now my pleasure to introduce the Toastmaster of the Day <Name>

- 2:40pm** **TOASTMASTER OF THE DAY: to be determined**
- Warm up the audience (1-5 minutes).
 - Invite all District International Speech Contest contestants to speaking area.
 - Review the contestant names and order of speaking for the audience and the judges.
 - Inform the audience that the rules regarding eligibility, timing and speaking area have been reviewed with the contestants and judges.
 - Inform the audience that this speech is a **5-7** minute speech.
 - Ask: **Chief Timer**, to please review the timing instructions and show the lights.
 - Ask contestants: can you see the timing lights?
 - Ask: **Chief Judge:** are the judges ready?”

- Inform the audience that there will be **ONE** minute of silence between speakers.
- Ask all contestants to return to their seats.

INTRODUCE INTERNATIONAL CONTESTANTS:

- Name
- Title of Speech
- Title of Speech
- Name
 - Reminder: One minute of silence between contestants.
 - Continue until all contestants have completed
- After final contestant, **SILENCE** while the ballots are completed and wait until the Chief Judge indicates to continue.

INTERVIEW CONTESTANTS: to be determined

- Call back International Speech contestants
- Give handshake and presentation of Certificate of Participation to each Contestant and briefly interview each contestant while ballots are counted.
- *Photo op follows.*
- Return conduct to Contest Chair. Say:

“Ladies and Gentleman, it is my pleasure to return conduct of this Event to the CONTEST CHAIR”

AWARDS AND CLOSING: to be determined

- Give handshake and presentation of Certificate of Appreciation to Toastmaster of the day, Timers, SAAs, Registration, etc... Judges are not announced, but thanked for their service as “those who must, by the contest rules, remain anonymous”.
- Ask for brief announcements (Timer – 1 minute each).
- Thank you to audience and guests.
- Chief Judge presents the lists of winners to Contest Chair.

PRESENT THE MEDALS AND CERTIFICATES TO CONTESTANTS: to be determined

- Remind runner(s) up and winners to remain up front for photos *after the contest has been adjourned*.
- Remind winners that they may also have their photos taken at the large Step & Repeat in the hall that has the Toastmasters Logo.
- Present trophies and certificates to winners.
 - Announce 3rd, 2nd, and 1st place.
 - Announce that the 1st place winner move onto the Toastmasters International Convention Semi-Finals on August 22, 2018 at the McCormick Place Convention Center in Chicago
- **Immediately Adjourn the Contest and Conference**
- Photo Time