2023 Fall Speech Contest Script
Humorous Speech Contests

Subject	Script- Regular text. **Fill in text**- **<bold purple text in brackets>** **Notes not to be read-** (Note: in green text)	Role	Technical Producer Task
Call to Order	Good evening ladies and gentlemen. My name is **<Sergeant at Arms>** and I will serve as one of the Sergeant-at Arms for tonight's Humorous Speech Contest. I call this Speech Contest to order. Let me give each of you a warm welcome to the **<Club/Area/Division>** 2023 Fall Humorous Speech Contest. I want to call attention to how we will applaud today. All your microphones are muted and should remain so for the duration of the Speech Contest. If you have the current full version of Zoom, you will notice the Reaction Icon on your screen. If you click on the reaction icon, you can send an applause reaction. Let us try that now. It is my pleasure to introduce tonight's Contest Chair, **<Contest Chair>** (Note: Sergeant at Arms leads the audience into applause.)	Sergeant at Arms	Mute <All Attendees> **Unmute <SAA>**

Welcome	**Contest Chair's Brief Personal Welcome and Toastmaster Introduction (1-2 minutes)**	Contest Chair	Mute <All Attendees> **Unmute <Contest Chair>**
Contest Chair	Welcome Toastmaster Dignitaries, fellow Toastmasters, and honored guests to the **<Club/Area/Division>** 2023 Fall Humorous Speech Contest. *(Add a short personal statement.)* (Note: Toastmaster Dignitaries will be introduced by names at the end of the contest.) *(Start with a short personal introduction, provided by the Toastmaster and end with…)* It's my pleasure to introduce tonight's Toastmaster, **<Toastmaster>**	Contest Chair	Mute <All Attendees> **Unmute <Contest Chair>>**

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Introduction	**Toastmaster's Opening Remarks and Brief Personal Welcome (1-2 minutes)**	Toastmaster	Mute <All Attendees> **Unmute <Toastmaster>**
Purpose	Thank you **<Contest Chair>.** Speech contests are an important part of the Toastmasters Humorous educational program. They provide: ● An opportunity for speakers to gain contest experience and to recognize the best speakers as encouragement to everyone. ● Contests also provide an opportunity to learn by observing the more proficient speakers who have benefitted from their Toastmasters journey.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Details on Zoom Operations	Before we get started, I would like to provide you, the audience, with some guidelines about the contest. Online participants can control the view of the contest by selecting either the Gallery View, which shows all the participants <u>or</u> Speaker View, which highlights the active speaker. On a desktop/laptop computer, click the button in the top right corner to alternate between "Gallery View" and "Speaker View." Let's try that now. While the contest is underway, please remain muted and DO NOT TURN ON YOUR VIDEO. Our Producer(s) **<Producer(s)>** will mute and turn off video of any participants that accidentally turned on their video or unmute themselves. If necessary, the Producer(s) may remove audience members if they are disruptive. If you have a question or concerns, privately chat with the/a Producer. Audience members at a live event must not enter or leave the speaking room during a speech. Please enter or leave the room only during the one minute of silence between speakers. Please give your full attention to the contestants and limit distractions. This includes chats to everyone. Please hold your virtual congratulations for the end of each contest.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>

Details on Zoom Operations	After each speaker finishes, there will be one minute of silence to allow the judges to mark their ballots. After the final speaker in a contest finishes, we will observe an indefinite period of silence. There is NO audio or video recording permitted without prior consent of the contestants. Protests about speeches may ONLY be made by the Contestants or Judges and must be presented to either the Contest Chair or the Chief Judge before the winners are announced. Both the Judges and the contestants have the protocol to do this in an online format. I would like to let you know that the speaking area has been defined as the visible area of the camera. Timing of the Humorous Speeches are as follows: The minimum time is 4 minutes 30 seconds, the green will be shown at 5 minutes, yellow at 6 minutes, red at 7 minutes and the maximum time is 7 minutes and 30 seconds. Can I please ask the timer **\<Timer\>** to display the green, yellow and red background colors for the contestants?	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>
Explanation of Speaker Introduction	Thank you **\<Timer\>**! For the Humorous Speech contest, I will introduce each contestant by announcing the contestant's name, followed by the title of their speech. I will repeat the title of their speech, followed by their name. We will give a virtual applause after that sequence. When the speaker finishes, then we will give the contestant another virtual round of applause as we have our moment of silence.	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>
Intro Chief Judge	Please provide a virtual round of applause to our contest Chief Judge, **\<Chief Judge\>.** **\<Chief Judge\>**, have all timers, ballot counters and judges been briefed about the contest rules?	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>

Chief Judge	**Yes, \<Toastmaster\>, all timers, ballot counters and judges have been briefed.**	Chief Judge	Mute \<All Attendees\> **Unmute \<Chief Judge\>\>**
	Thank you, Chief Judge, **\<Chief Judge\>**.	Toastmaster	Mute \<All Attendees\> **Unmute \<Toastmaster\>**
Speaking Order	I'll now announce the speaking order in tonight's Humorous Speech contest. (Note: Fill this in ahead of time) _____will be speaking **first** _____will be speaking **second** _____ will be speaking **third** _____ will be speaking **fourth** _____ will be speaking **fifth**	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>
Speaking Order	To review: (Note: reread the order from above) _____will be speaking **first** _____will be speaking **second** _____will be speaking **third** _____will be speaking **fourth** _____will be speaking **fifth** Let's begin our **\<Club/Area/Division\>** 2023 Humorous Speech Contest. May I please have the first contestant join me.	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>
	Contestant 1, We can see you. Can we hear you?	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\> **Unmute \<1st Contestant\>**
Speaker Introductions	(Note: Fill this in ahead of time)		Mute \<All Attendees\>

	_____ **(Note: 1ˢᵗ Contestant Name)** _____ **(Note: Speech Title)** _____ **(Note: Speech Title)** _____ **(Note: 1ˢᵗ Contestant Name)** (Note: Turn off your video & mute yourself)	Toastmaster	Unmute \<Toastmaster\> **Unmute \<1ˢᵗ Contestant\>**
Silence	(Note: Turn on your video) We will now observe one minute of silence (1 minute)	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>
Next Speaker	Contestant 2, We can see you. Can we hear you?	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\> **Unmute \<2ⁿᵈ Contestant\>**
Speaker Introductions	(Note: Fill this in ahead of time) _____ **(Note: 2ⁿᵈ Contestant Name)** _____ **(Note: Speech Title)** _____ **(Note: Speech Title)** _____ **(Note: 2ⁿᵈ Contestant Name)** (Note: Turn off your video & mute yourself)	Toastmaster	Mute \<All Attendees\> **Unmute \<Toastmaster\>** Unmute \<2ⁿᵈ Contestant\>
Silence	(Note: Turn on your video) We will now observe one minute of silence (1 minute)	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>
Next Speaker	Contestant 3, We can see you. Can we hear you?	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\> **Unmute \<3ʳᵈ Contestant\>**
Speaker Introductions	(Note: Fill this in ahead of time)		

	_____ (Note: 3rd Contestant Name) _____ (Note: Speech Title) _____ (Note: Speech Title) _____ (Note: 3rd Contestant Name) (Note: Turn off your video & mute yourself)	Toastmaster	Mute \<All Attendees\> **Unmute \<Toastmaster\>** **Unmute \<3rd Contestant\>**
Silence	(Note: Turn on your video) We will now observe one minute of silence (1 minute)	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>
Next Speaker	Contestant 4, We can see you. Can we hear you?	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\> **Unmute \<4th Contestant\>**
Speaker Introductions	(Note: Fill this in ahead of time) _____ (Note: 4th Contestant Name) _____ (Note: Speech Title) _____ (Note: Speech Title) _____ (Note: 4th Contestant Name) (Note: Turn off your video & mute yourself)	Toastmaster	Mute \<All Attendees\> **Unmute \<Toastmaster\>** **Unmute \<4th Contestant\>**
Silence	(Note: Turn on your video) We will now observe one minute of silence (1 minute)	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>
Final Speaker	Contestant 5, We can see you. Can we hear you?	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\> **Unmute \<Final Contestant\>**
Speaker Introductions	(Note: Fill this in ahead of time)		

		Toastmaster	Mute <All Attendees> **Unmute <Toastmaster>** **Unmute <Final Contestant>**
	_____ **(Note: Final Contestant Name)** _____ **(Note: Speech Title)** _____ **(Note: Speech Title)** _____ **(Note: Final Contestant Name)** (Note: Turn off your video & mute yourself)		
Silence	(Note: Turn on your video) We will now observe an indefinite period of silence for our judges to complete their ballots and the ballot counters to collect the ballots. During this time, the judges will be sending their ballots to the ballot counters and the Chief Judge. Thank you for your patience. (Note: Mute yourself)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Chief Judge	**Toastmaster <Toastmaster>, all ballots have been collected.**	Chief Judge	Mute <All Attendees> **Unmute <Chief Judge>**
Conclusion	Thank you, Chief Judge. This concludes our **<Club/Area/Division>** 2023 Fall Humorous Speech Contest. Let us turn on our cameras and unmute ourselves to give a generous round of applause for the Humorous Contestants. Each of them did a fantastic job!	Toastmaster	**Unmute <All Attendees>**
Interviews	Now is the time for us to get to know our Contestants. Welcome **<Contestant>**! What is the name of your club, and which area and division do you belong to? (Note: Ask only 1-2 questions from the contestant's bio. If they answer quickly, then ask one more question.) (Note: A second round of interview questions may be needed if at the end of interviewing the contestants you do not see the Chief Judge in the room)	Toastmaster	Mute <All Attendees> **Unmute <Toastmaster>** **Unmute <Contestants>** **Put on Speaker Mode.**
	Conclusion:		

Final Toastmaster Comments	Now that the contest is complete, I'll ask our Contest Chair to continue with the rest of tonight's program. Please help me welcome tonight's chair, **\<Contest Chair\>**.	Toastmaster	Mute \<All Attendees\> Unmute \<Toastmaster\>
Conclude Contest	(Note: Introduction of Dignitaries based on Zoom Registration for Division Contest only in this order: ● Past District Directors ● Current Trio (DD, PQD, CGD) ● Current Division Directors ● Current Area Directors) Thank you for your past and current service to the district. (Note: Skip introduction if your area/division/district, is not in attendance and cover it yourself) Next, we will have our District Announcements presented by **\<District Announcement\>**.	Contest Chair	Mute \<All Attendees\> **Unmute \<Contest Chair\>**
District Announcements	(Note: Begin with brief (1-2 min) District Highlights and end with script) Please go to D106tm.org's calendar to register for **\<Next level speech contest\>** on **\<Date/Time\>** to support the winner of these outstanding contests today. Also mark your calendars to attend the Annual Spring Conference May 3rd & 4th 2024, when each division will send their Evaluation & Humorous Speech contest winners to compete at the District level.	Next Level's Leader/Trio	Mute \<All Attendees\> **Unmute \<Next Level Leader & Trio\>**
Winners Announced	(Note: Announce winners In **3rd, 2nd, 1st** order)	Next Level's Leader(s)	Mute \<All Attendees\> Unmute \<Next Level Leader & Trio\>
Thank you	(Note: Briefly Thank all participants, all contest helpers, and attendees)	Contest Chair	Mute \<All Attendees\> **Unmute \< Contest Chair\>**
Done	Adjourns Meeting (Note: Reminder to submit your winners to the next level leader)	Contest Chair	Mute \<All Attendees\> **Unmute \< Contest Chair\>**