Fall 2023 Speech Contest Contestant Script
Evaluation & Humorous Speech Contests

Contestants, Timer, and Sergeant at Arms briefing on contest rules	Role	Technical Producer Tasks
Welcome to the "Contestants" Briefing. Hosting a speech contest can be both exciting and nerve wracking. Although hybrid or virtual speech contests have different formats from live contests, the principle of communication is consistent with speaking in person. It is important to know your audience, know the technical equipment like microphones, and connect with your audience. Today, we are in Zoom or live and it is important to be familiar with the tools and understand how well you are seen and heard. Shortly, we will ask each participant to test the audio and video setup in Zoom. If at any point, there is any technical issue, please message directly to the Technical Producer **\<Name\>** with your feedback.	Toastmaster	Prior to meeting start Breakout room need to be set up for the Judges and the Contestants. Do not "Automatically Assign Users". Upon Entry to the Main Meeting room, Contestants need to be Manually assigned to the Contestant room, and Judges manually assigned to the Judges room. Remember that you need to assign people to the specific rooms that they are able to move into.
Tonight, I will brief you on contests rules: First, I will verify that you are all listed on the agenda I have been given and that no last-minute changes have occurred. Can I verify the pronunciation of each name, as well as the title of each Humorous speech please? I am also verifying that I have certificates of eligibility for all Contestants, as well as the biographical information that I will use after the contest to ask you questions while ballots are being counted.	Toastmaster	
Some of the contest rules are: ● Each contestant selects their own speech topics. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive. ● Your material must be substantially your own creation and credit must be given for any quotes ● For the Evaluation speech contest, the minimum time is 1 minute 30 seconds. A green signal will be shown at 2 minutes, yellow at 2 minutes 30 seconds, red at 3 minutes and the maximum time is 3 minutes and 30 seconds. ● For the Humorous speech contest, 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.	Toastmaster	

● Protests can only be submitted by contestants and the judges before the winners have been announced. Protests for originality of the speech or eligibility of a speaker must be launched with the Chief Judge and/or Contest Chair before awards are presented. **Speech Contest Rulebook July 1, 2023 to June 30, 2024, states in Section 7. Protest and Disqualifications Page 16** "Before a Contestant can be disqualified on the basis of originality, or for referencing another Contestant's speech, the Contestant must be given an opportunity to respond to the voting Judges. A majority of the voting Judges must concur in the decision to disqualify." The area that you can use to deliver your speech is the visible area of your camera. You will need to have your camera set to ensure that your gestures and facial expressions will be captured by your camera. We will also need to verify that your voice will be clearly captured by your microphone. For those presenting live, the area you can use to deliver your speech will be pointed out before the contest begins.	Toastmaster	
Let's randomly select the order of speakers. Draw cards to determine the speaking order of each contest. The lowest card drawn will be number one and so forth.	Toastmaster	
We will not record your Evaluation or Humorous contest presentation unless you expressly wish to be recorded and will advise all attendees that recording is prohibited.	Toastmaster	
At this time, we would like to provide each contestant an opportunity to test your speaking area and set up. 2-3 minutes per contestant, check lighting, camera shot and audio We will now look at how the Timer will provide feedback in Zoom. Timer, can you please demonstrate for the contestants Green, Yellow, and Red backgrounds. An assistant timer will display the timing signals for those choosing to speak live rather than virtually. Notice the Timer can be found as they have amended their name with "TIMER". By using the "raise hand" feature of Zoom, the timer rectangle will appear at the upper left side of all gallery views. To ensure you can see the Timer, you can also "Pin" the Timer in the Gallery view. To un-pin the Timer, the option is in the upper left corner of the screen.	Toastmaster	
Evaluation Contest: With all competitors present, a test speaker will present a 5-to-7-minute speech. At the completion of that speech, virtual		After the test speech, please move all contestants to

contestants will enter a breakout room with a sergeant-at-arms. Live competitors will be accompanied to a separate room by a sergeant-at-arms. Sergeants-at-arms will time 5 minutes for competitors to complete notes to guide their evaluations. At the end of 5 minutes, virtual sergeants-at-arms will ask that devices be put down and hands be made visible to assure no further note taking. In the live breakout room, notes will be collected by a sergeant-at-arms. Notes will be returned to you as you move to the stage to present your speech evaluation. The test speaker will be interviewed by the contest toastmaster while you are making your evaluation notes. When it is your turn to speak, I will introduce you by stating your name and then repeating your name. Evaluation speeches don't have speech titles. **Humorous Speech Contest:** When it is your turn to speak, I will introduce you as follows: Speaker's Name, Speech Title, Speech Title, Speakers Name. Please be standing in your Speaking Space as I introduce you. I will ask that you unmute your microphone prior to your introduction. I will ask you to speak to confirm that your audio is being heard. Please re-mute your microphone at the conclusion of your speech. Except for the time when you are speaking, your microphone must be muted during the contest.		breakout room. At end of prep time/ test speaker interview (5 minutes), please bring 1st contestant into the main room. Then each subsequent contestant in during the 1 minute of silence between contestants.

Please remember to login no later than 15 minutes early the day of the Speech Contest. Please remember to arrive at the contest venue 15 minutes early on the day of the speech contest. If there are no more questions, this briefing is concluded. Good Luck in the Contest!	Toastmaster	