

	Contestants, Timer, and Sergeant at Arms briefing on contest rules	Role	Tech Producer Tasks
	<p>Welcome to the "Contestants" Briefing.</p> <p>Hosting a speech contest can be both exciting and nerve wracking.</p> <p>Although hybrid or virtual speech contests have different formats from live contests, the principle of communication is consistent with speaking in person.</p> <p>It is important to know your audience, know the technical equipment like microphones, and connect with your audience.</p> <p>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.</p> <p>If at any point, there is any technical issue, please message directly to the Technical Producer <Name> with your feedback.</p>	Toastmaster	<p>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.</p>
	<p>Tonight, I will brief you on contests rules:</p> <p>First, I will verify that you are all listed on the agenda I have been given and that no last-minute changes have occurred.</p> <p>Can I verify the pronunciation of each name, as well as the title of each International speech please?</p> <p>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.</p>	Toastmaster	<p>Remember that you need to assign people to the specific rooms that they are able to move into.</p>
	<ul style="list-style-type: none"> 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 Table Topics speech contest, the minimum time is 1 minute. A green signal will be shown at 1 minutes, yellow at 1 minute 30 seconds, red at 2 minutes and the maximum time is 2 minutes and 30 seconds. For the International 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 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. <p>Speech Contest Rulebook July 1, 2023 to June 30, 2024, states in Section 7. Protest and Disqualifications Page 16</p> <p>"Before a Contestant can be disqualified on the basis of originality, or for referencing another Contestant's speech, the Contestant must be given an</p>	Toastmaster	
	<p>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.</p>		
	<p>We will not record your Table Topics contest presentation unless you expressly wish to be recorded and will advise all attendees that recording is prohibited. All International Speech Contest presentations will be recorded.</p>		

	<p>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</p> <p>We will now look at how the Timer will provide feedback in Zoom.</p> <p>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.</p> <p>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.</p> <p>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.</p>		Tech Producer - need Timer in Contestants briefing after they are done in the Judging briefing
	<p>Table Topics Contest: Online contestants will enter a breakout room with a sergeant-at-arms, live</p> <p>contestatns will be accompanied to a separate room by a sergeant-at-arms, with the exception of the first contestant. Each contestant will aswer the same question, posed by the Toastmaster. The Tech Producer will bring in each next contestant during the 1 minute moment of silence.</p> <p>When it is your turn to speak, I will introduce you by stating your name and then repeating your name.</p>		
	<p>Internatioinal Speech Contest: When it is your turn to speak, I will introduce you as follows: Speaker's Name, Speech Title, Speech Title, Speaker's Name.</p> <p>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.</p> <p>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.</p> <p>If there are no more questions, this briefing is concluded.</p> <p>Good Luck in the Contest!</p>		
Contest Starts			

Call to Order	<p>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 Table Topics and International Speech Contests. I call this Speech Contest to order.</p> <p>Let me give each of you a warm welcome to the <Club/Area/Division/District> 2024 Table Topics Contest. I want to call attention to how online participants 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.</p> <p>It is my pleasure to introduce tonight's Contest Chair, <Contest Chair></p> <p>(Note: Sergeant at Arms leads the audience into applause.)</p>	Sgt. At Arms	<p>Mute <All Attendees></p> <p>Unmute <SAA></p>
Welcome	<p>Contest Chair's Brief Personal Welcome and Toastmaster Introduction (1-2 minutes)</p>	Contest Chair	<p>Mute <All Attendees></p> <p>Unmute <Contest Chair></p>
Contest Chair	<p>Welcome Toastmaster Dignitaries, fellow Toastmasters, and honored guests to the <Club/Area/Division/District> 2024 Table Topics Contest.</p> <p>(Add a short personal statement.)</p> <p>(Note: Toastmaster Dignitaries will be introduced by names at the end of the contest.)</p> <p>(Start with a short personal introduction, provided by the Toastmaster and end with...)</p> <p>It's my pleasure to introduce tonight's Toastmaster, <Name></p>	Contest Chair	<p>Mute <All Attendees></p> <p>Unmute <Contest Chair></p>
Introduction	<p>Toastmaster's Opening Remarks and Brief Personal Welcome (1-2 minutes)</p>	Toastmaster	<p>Mute <All Attendees></p> <p>Unmute <Toastmaster></p>
Purpose	<p>Thank you <Contest Chair>. Speech contests are an important part of the Toastmasters International educational program.</p> <p>They provide:</p> <ul style="list-style-type: none"> • An opportunity for speakers to gain contest experience and recognize the best speakers as an encouragement to everyone. • Contests also provide an opportunity to learn by observing the more proficient speakers who have benefitted from their Toastmasters journey. 	Toastmaster	<p>Mute <All Attendees></p> <p>Unmute <Toastmaster></p>

Details on Zoom Operations	<p>guidelines about the contest.</p> <p>Online participants can control the view of the contest by selecting either the Gallery View, which shows all the participants or 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.”</p> <p>Let's try that now.</p> <p>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.</p> <p>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.</p> <p>Live audience members may only enter or leave the speaking room during the minute of silence in which judges are compiling their notes. Please do not enter or leave during a speech.</p> <p>Please give your full attention to the contestants and limit distractions. This includes chats to everyone.</p> <p>Please hold your virtual congratulations for the end of each contest.</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Details on Zoom Operations	<p>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 winners are announced. Both the Judges and the contestants have the protocol to do this in an online format.</p> <p>I would like to let you know that the speaking area has been defined as the visible area of the camera.</p> <p>The live speaking area is... Describe the live contest speaking area as appropriate.</p> <p>Timing of the Table Topics are as follows:</p> <p>The minimum time is 1 minute, a green signal will be shown at 1 minute, yellow at minute 30 seconds, red at 2 minutes and the maximum time is 2 minutes and 30 seconds.</p> <p>Timing of the International 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.</p> <p>Can I please ask the timer <Timer> to display the green, yellow and red</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Explanation of Speaker Intros - Table Topics	<p>Table Topics do not have speech titles. I'll introduce the speaker's name and then announce the speaker's name again. We'll give applause after that sequence. When the speaker finishes, then we'll give the contestant another very generous and appreciative round of applause as he/she exits the speaking area.</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Explanation of Speaker Intros - International	<p>For the International 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.</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Intro Chief Judge	<p>Please provide a virtual round of applause to our contest Chief Judge, <Chief Judge>.</p> <p><Chief Judge>, have all timers, ballot counters and judges been briefed about the contest rules?</p>	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>
TM response	Thank you, Chief Judge, <Chief Judge>.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Welcome Table Topics Contest	Please welcome our <Club/Area/Division/District> 2024 Table Topics Contest	Toastmaster	
Table Topics Contestants Breakout Rooms	Would our sergeants-at-arms please accompany our Table Topics contestants to the appropriate breakout rooms?	Toastmaster	send all Table Topics contestants to break out room
Speaking Order	<p>I'll now announce the speaking order in tonight's Table Topics contest. (Note: Fill this in ahead of time)</p> <p>_____ will be speaking first _____ will be speaking second _____ will be speaking third _____ will be speaking fourth _____ will be speaking fifth</p> <p>To review: (Note: reread the order from above)</p> <p>_____ will be speaking first _____ will be speaking second _____ will be speaking third _____ will be speaking fourth _____ will be speaking fifth</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Speaking Order	Let's begin our <Area/Club/division/District> Table Topics Contest.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Request the 1st Contestant	Sergeant at Arms <Sergeant at Arms> can you please have the first Table Topics contestant enter the main room.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster> Pull each contestant into the main room as it's their turn. After first speaker, do so at the 1 minute of silence between speakers
Introduce Contestant	<p>(Note: Contestant # 1 - Fill this in ahead of time) We can see you. Can we hear you? _____ (Note: Contestant Name); _____ (Note: Contestant Name)</p> <p>(Note: Mute yourself and lead the virtual applause)</p>	Toastmaster	Ensure that the Audience is still muted and cameras are off. Unmute contestant #1
Silence	We will now observe one minute of silence (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Request the 2nd Contestant	Sergeant at Arms <Sergeant at Arms> can you please have the second Table Topics contestant enter the main room.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>

	(Note: Contestant # 2 - Fill this in ahead of time) We can see you. Can we hear you? _____ (Note: Contestant Name); _____ (Note: Contestant Name)			Ensure that the Audience is still muted and cameras are off. Unmute contestant #2
Introduce Contestant	(Note: Mute yourself and lead the virtual applause)		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Silence	We will now observe one minute of silence (1 minute)		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Request the 3rd Contestant	Sergeant at Arms <Sergeant at Arms> can you please have the third Table Topics contestant enter the main room.		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
	(Note: Contestant # 3 - Fill this in ahead of time) We can see you. Can we hear you? _____ (Note: Contestant Name); _____ (Note: Contestant Name)			Ensure that the Audience is still muted and cameras are off. Unmute contestant #3
Introduce Contestant	(Note: Mute yourself and lead the virtual applause)		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Silence	We will now observe one minute of silence (1 minute)		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Request the 4th Contestant	Sergeant at Arms <Sergeant at Arms> can you please have the fourth Table Topics contestant enter the main room.		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
	(Note: Contestant # 4 - Fill this in ahead of time) We can see you. Can we hear you? _____ (Note: Contestant Name); _____ (Note: Contestant Name)			Ensure that the Audience is still muted and cameras are off. Unmute contestant #4
Introduce Contestant	(Note: Mute yourself and lead the virtual applause)		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Silence	We will now observe one minute of silence (1 minute)		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Request the 5th Contestant	Sergeant at Arms <Sergeant at Arms> can you please have the fourth Table Topics contestant enter the main room.		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
	(Note: Contestant # 4 - Fill this in ahead of time) We can see you. Can we hear you? _____ (Note: Contestant Name); _____ (Note: Contestant Name)			Ensure that the Audience is still muted and cameras are off. Unmute contestant #4
Introduce Contestant	(Note: Mute yourself and lead the virtual applause)		Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Silence	We will now observe an indefinite period of silence while judges complete their ballots and ballots are collected (1 minute)		Toastmaster	Mute <All Attendees> Unmute <Chief Judge>
Chief Judge	Toastmaster <Toastmaster>, all ballots have been collected.		Chief Judge	

Conclusion	<p>Thank you, Chief Judge.</p> <p>This concludes our <Club/Area/Division/District> 2024 Table Topics Contest. Let us turn on our cameras and unmute ourselves to give a generous round of applause for the Evaluation contestants. Each of them did a fantastic job!</p>	Toastmaster	Unmute <All Attendees>
Interviews	<p>Now is the time for us to get to know our Contestants.</p> <p>Welcome <Contestant>!</p> <p>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)</p>	Toastmaster	<p>Mute <All Attendees> Unmute <Toastmaster></p> <p>Unmute <Contestants> Put on Speaker Mode.</p>
Break	Break between contests?		
Speaking Order	<p>I'll now announce the speaking order in tonight's <Club/Area/Division/District> International Speech contest.</p> <p>(Note: Fill this in ahead of time)</p> <p>_____ will be speaking first</p> <p>_____ will be speaking second</p> <p>_____ will be speaking third</p> <p>_____ will be speaking fourth</p> <p>_____ will be speaking fifth</p> <p>_____ will be speaking sixth</p>	Toastmaster	<p>Mute <All Attendees></p> <p>Unmute <Toastmaster></p>
Speaking Order	<p>To review: (Note: reread the order from above)</p> <p>_____ will be speaking first</p> <p>_____ will be speaking second</p> <p>_____ will be speaking third</p> <p>_____ will be speaking fourth</p> <p>_____ will be speaking fifth</p> <p>_____ will be speaking sixth</p> <p>Let's begin our <Club/Area/Division/District> 2024 International Speech Contest.</p> <p>May I please have the first contestant join me</p>	Toastmaster	<p>Mute <All Attendees></p> <p>Unmute <Toastmaster></p> <p>Unmute <Toastmaster></p> <p>Unmute <1st Contestant></p> <p>Unmute <Toastmaster></p>
	<p>Contestant 1, We can see you. Can we hear you?</p> <p>(Note: Fill this in ahead of time)</p> <p>_____ (Note: 1st Contestant Name)</p> <p>(Note: Speech Title)</p> <p>(Note: Speech Title)</p> <p>_____ (Note: 1st Contestant Name)</p> <p>(Note: Turn off your video & mute yourself)</p>	Toastmaster	<p>Unmute <1st Contestant></p> <p>Unmute <Toastmaster></p>
Silence	<p>We will now observe one minute of silence (1 minute)</p> <p>Contestant 2, We can see you. Can we hear you?</p>	Toastmaster	<p>Mute <All Attendees> Unmute <Toastmaster></p> <p>Unmute <Toastmaster></p> <p>Unmute <2nd Contestant></p> <p>Unmute <Toastmaster></p>

	<p>(Note: Fill this in ahead of time)</p> <p>_____ (Note: 2nd Contestant Name)</p> <p>(Note: Speech Title)</p> <p>(Note: Speech Title)</p> <p>_____ (Note: 2nd Contestant Name)</p> <p>(Note: Turn off your video & mute yourself)</p>	Toastmaster	<p>Mute <All Attendees></p> <p>Unmute</p> <p><Toastmaster></p> <p>Mute <All Attendees></p> <p>Unmute</p>
Silence	<p>We will now observe one minute of silence (1 minute)</p>	Toastmaster	<p><Toastmaster></p> <p>Unmute</p> <p><Toastmaster></p> <p>Unmute <3rd Contestant></p> <p>Unmute</p> <p><Toastmaster></p>
	<p>Contestant 3, We can see you. Can we hear you?</p> <p>(Note: Fill this in ahead of time)</p> <p>_____ (Note: 3rd Contestant Name)</p> <p>(Note: Speech Title)</p> <p>(Note: Speech Title)</p> <p>_____ (Note: 3rd Contestant Name)</p> <p>(Note: Turn off your video & mute yourself)</p>	Toastmaster	<p><Toastmaster></p> <p>Mute <All Attendees></p> <p>Unmute</p> <p><Toastmaster></p> <p>Mute <All Attendees></p> <p>Unmute</p>
Silence	<p>We will now observe one minute of silence (1 minute)</p>	Toastmaster	<p><Toastmaster></p> <p>Unmute</p> <p><Toastmaster></p> <p>Unmute <4th Contestant></p> <p>Unmute</p> <p><Toastmaster></p>
	<p>Contestant 4, We can see you. Can we hear you?</p> <p>(Note: Fill this in ahead of time)</p> <p>_____ (Note: 4th Contestant Name)</p> <p>(Note: Speech Title)</p> <p>(Note: Speech Title)</p> <p>_____ (Note: 4th Contestant Name)</p> <p>(Note: Turn off your video & mute yourself)</p>	Toastmaster	<p><Toastmaster></p> <p>Mute <All Attendees></p> <p>Unmute</p> <p><Toastmaster></p> <p>Mute <All Attendees></p> <p>Unmute</p>
Silence	<p>We will now observe one minute of silence (1 minute)</p>	Toastmaster	<p><Toastmaster></p> <p>Unmute</p> <p><Toastmaster></p> <p>Unmute <5th Contestant></p> <p>Unmute</p> <p><Toastmaster></p>
	<p>Contestant 5, We can see you. Can we hear you?</p> <p>(Note: Fill this in ahead of time)</p> <p>_____ (Note: 5th Contestant Name)</p> <p>(Note: Speech Title)</p> <p>(Note: Speech Title)</p> <p>_____ (Note: 5th Contestant Name)</p> <p>(Note: Turn off your video & mute yourself)</p>	Toastmaster	<p><Toastmaster></p> <p>Mute <All Attendees></p> <p>Unmute</p> <p><Toastmaster></p> <p>Mute <All Attendees></p> <p>Unmute</p>
Silence	<p>We will now observe one minute of silence (1 minute)</p>	Toastmaster	<p><Toastmaster></p>

	<p>Contestant 6, We can see you. Can we hear you? (Note: Fill this in ahead of time) _____ (Note: 6th Contestant Name) (Note: Speech Title) (Note: Speech Title) _____ (Note: 6th Contestant Name) (Note: Turn off your video & mute yourself) 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) (1 minute)</p>	<p>Toastmaster</p> <p>Toastmaster</p> <p>Toastmaster</p>	<p>Unmute <Toastmaster> Unmute <6th Contestant> Unmute <Toastmaster></p> <p>Mute <All Attendees> Unmute <Toastmaster></p> <p>Mute <All Attendees> Unmute <Toastmaster> Mute <All Attendees> Unmute <Chief Judge></p>
Chief Judge	<p>Toastmaster <Toastmaster>, all ballots have been collected.</p>	Chief Judge	
Conclusion	<p>Thank you, Chief Judge. This concludes our <Club/Area/Division/District> 2024 International 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!</p>	Toastmaster	<p>Unmute <All Attendees></p>
Interviews	<p>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)</p>	Toastmaster	<p>Mute <All Attendees> Unmute <Toastmaster> Unmute <Contestants> Put on Speaker Mode.</p>
Final Toastmaster Comments	<p>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></p>	Toastmaster	<p>Mute <All Attendees> Unmute <Toastmaster></p>
Conclude Contests	<p>(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>.</p>	Contest Chair	<p>Mute <All Attendees> Unmute <Contest Chair></p>

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 Table Topics & International Speech contest winners to compete at the District level.	Next Level's leader	Mute <All Attendees> Unmute <Next Level Leader & Trio>
Winners Announced	(Note: Announce Table Topics winners In 3rd, 2nd, 1st order) (Note: Announce International winners In 3rd, 2nd, 1st order)	Next Level's leader	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>