PROTOCOL

* Fairness, impartiality, and lack of bias – whether actual or perceived – are of vital importance, thus:
	+ ***The Contest Master should not make any comments about a contestant and/or his/her speech (e.g., “that was a great speech” or “I can relate to that speech” or “that’s a DTM quality speech”, etc.).***
	+ Contestants’ designation (e.g., PM4, IP2,DTM, etc.), club, previous contest experience, time as a Toastmaster, etc. should not be referenced by voice (e.g., during the Toastmaster’s remarks) or by writing (e.g., included in the program) nor shall they be displayed on any name badge that a contestant may wear.
* Contestants should always be introduced exactly as the rules state - name, speech title, speech title, name.
* “Voting judges at all levels must remain anonymous when practical\*.” (\*SPEECH CONTEST RULEBOOK JULY 1, 2020 TO JUNE 30, 2021, p. 10)
	+ Judges shall not be named verbally (e.g., thank you to Bob, Tom, and Jane who helped judge) or in writing (e.g., acknowledgements in the program.)
* There are certain customs that, while not official rules, are observed by the district and should be followed to prevent objections and maintain harmony:
	+ The Chief Judge may be called upon to read selected rules to benefit the contestants and the observers.
	+ The Chief Judge should be called upon to decide or clarify any issues or anomalies that arise (e.g., eligibility of contestant who arrives late, timing problems, etc.). A good Chief Judge should have the knowledge and experience needed to make a correct, fair, and impartial decision and the Chief Judge’s authority is recognized to make these decisions whereas other meeting participants (e.g., Contest Master, Logistics Manager, Timers, etc.) generally are not viewed to have that authority.
* Regardless of the level of planning, most contests have quirks that require some flexibility in the program (e.g., judging takes longer than expected, paperwork gets misplaced, technical issues, etc.). The Contest Master should make allowances for this and prepare a few ways to burn time (e.g., jokes, a story, etc.). While keeping things flowing is important, it is more important that the essentials of protocol be maintained (e.g., proper order, correct timing, proper introductions, etc.).

**If there is a question of how to proceed or what to do the Contest Master should consult with the Contest Chair (programmatic, timing, and/or style issue) and/or Chief Judge (technical and/or rule issue).**

**\* Because your contest is being held on an online platform, you will need to read the online speech contest statement at the start of your contest or include it in writing in a location that will be visible to all attendees and participants.** *Online Speech Contest Best Practices 2020-2021 Toastmasters Contest Cycle,* pg. 8

**Online speech contest statement**

By attending this remote Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

Review *Online Speech Contest Best Practices 2020-2021 Toastmasters Contest Cycle,* page 3*,* for How to Respond to Technical Issues and other guidelines.Sergeant at Arms: [calls meeting to order]

Contest Master: [opening remarks]

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Hello, and welcome to (Club/Area/Division\_\_\_\_\_\_\_\_) Toastmasters virtual speech contest! My name is \_\_\_\_\_\_\_\_\_\_\_\_and I am your {Contest Chair and} Contest Master for today/tonight.

Tonight, we will host {the Evaluation Contest} and **this, the International Speech Contest.** Best of luck to our contestants!

Everyone, please take a moment to mute yourselves. Please remain muted during the contest so extraneous noises don’t interrupt the speakers or the Contest Master. Thank you!

Contest Master: An impartial drawing was held prior to the contest to determine the speaking order for the International Speech Contest. The speaking order will be: {Speak slowly and clearly to give the judges and audience time to write this down.}

Contestant No.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No. 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contest Master: Timers \_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_ please give me a thumbs up or say yes if you are ready. \_\_\_\_\_\_\_ please show us your green background screen. {wait}

Contestants, can you see the timer’s background? Please raise your hand to let me know if you can see it. {wait} Speakers, please make sure you have pinned the timer in Zoom if you wish to do so. He/she is labeled “Timer.” I’ll give you a moment to do that. {wait}

Contest Master: Our Chief Judge tonight is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**Chief Judge**, have our judges been briefed and are they ready? {Chief Judge answers, “YES!”}

“**Let the contest begin**”.

Contest Master: Because we are in a virtual environment, we’ll be conducting a **“Tech Check”** to verify the test speaker and each contestant’s technology. Prior to officially introducing the speaker or contestant I’ll say, “Hello Contestant #1, or Contestant #2.” Contestant #1or Contestant #2 will respond by saying, “Hello \_\_\_\_\_\_\_\_\_\_\_.” This way we’ll know we can see and hear the contestant and they can see and hear me.

Contest Master: We will proceed with the **International Speech Contest**.

As a reminder, we will observe one minute of silence between each contestant. Timers, when I call for one minute of silence after each contestant, please signal me with the green light when one minute is up. After all contestants have spoken, the judges will have all the time they need to complete their ballots.

Tech Check: **“**Hello {say name of Contestant #1}“ Wait for their response.

Please welcome our first contestant:

[Announce name of International Speech Contestant #1]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of International Speech Contestant #1]

Contestant #1: [Contestant #1 will deliver his/her speech]

Contest Master: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Tech Check: **“**Hello { say name of Contestant #2}“ Wait for their response.

Please welcome our second contestant:

[Announce name of International Speech Contestant #2]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of International Speech Contestant #2]

Contestant #2: [Contestant #2 will deliver his/her speech]

Contest Master: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Tech Check: **“**Hello { say name of Contestant #3}“ Wait for their response.

Please welcome our third contestant:

[Announce name of International Speech Contestant #3]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of International Speech Contestant #3]

Contestant #3: [Contestant #3 will deliver his/her speech]

Contest Master: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Tech Check: **“**Hello { say name of Contestant #4}“ Wait for their response.

Please welcome our fourth contestant:

[Announce name of International Speech Contestant #4]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of International Speech Contestant #4]

Contestant #4: [Contestant #4 will deliver his/her speech]

Contest Master: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Tech Check: **“**Hello { say name of Contestant #5}“ Wait for their response.

Please welcome our next contestant:

[Announce name of International Speech Contestant #5]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of International Speech Contestant #5]

Contestant #5: [Contestant #5 will deliver his/her speech]

Contest Master: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Tech Check: **“**Hello { say name of Contestant #6}“ Wait for their response.

Please welcome our sixth contestant:

[Announce name of International Speech Contestant #6]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of International Speech Contestant #6]

Contestant #6: [Contestant #6 will deliver his/her speech]

Contest Master: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Tech Check: **“**Hello { say name of Contestant #7}“ Wait for their response.

Please welcome our seventh contestant:

[Announce name of International Speech Contestant #7]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of International Speech Contestant #7]

Contestant #7: [Contestant #7 will deliver his/her speech]

Contest Master: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Tech Check: **“**Hello { say name of Contestant #8}“ Wait for their response.

Please welcome our eighth contestant:

[Announce name of International Speech Contestant #8]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of International Speech Contestant #8]

Contestant #8: [Contestant #8 will deliver his/her speech]

Contest Master: May we have two minutes of silence (signal timer) while the judges mark their ballots.

{Wait for **2** minutes of silence, during which time Lead SAA will send Chief Judge (May wait to send Chief Judge until receipt of all ballots can be confirmed) and Ballot Counters to a Breakout Room to tabulate the results.}

Contest Master: Everyone please remain silent while the judges complete their ballots and send them to the Chief Judge and the Ballot Counters.

{Chief Judge should indicate to the Contest Master when all the ballots have been received.}

{Lead applause when the Chief Judge and Ballot Counters exit the room.}

<<< If you have contestants competing in *both* contests, it’s advisable to interview *all* the contestants after the 2nd contest. >>>

Contest Master: Now, let’s get to know our contestants. Please hold your applause until all contestants have been introduced. Since we’re virtual, all *Certificates of Participation* will be emailed to the contestants.

[Invite the contestants to the screen according to speaking order.]

[Ask each contestant:

* How long have you been in Toastmasters?
* What club are you representing?
* Please ask a question based on the Contestant Profile you received from each contestant.
* Thank you, {first contestant}.
* Or questions of your choice

{Repeat the questions for all contestants.}

{Hopefully, the Chief Judge will have the contest results by the time you are finished with the interviews. \*\* if not, ask the contestants more questions e.g.,

* + Why did you join TM? **Or**
	+ What is your favorite thing about TM? **Or**
	+ Share your favorite speaking tip. **Or**
	+ What is one challenge that you are still working on?}

{After all contestants have been interviewed, lead the applause.}

Contest Master: Every contest needs functionaries to be successful. It is my pleasure to acknowledge tonight’s functionaries. Put your hands together and give a virtual round of applause for:

Contest Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Judge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead SAA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tech Master: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ballot Counter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ballot Counter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ballot Counter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And all our Judges, who shall remain anonymous!

Contest Master: At this time, I want to recognize the dignitaries in our audience. {\*\* Have someone check for the Trio and past District Directors and give you a list of those in attendance. Ask for round of applause after each dignitary.}

District Director: Freeman Morey, DTM

Program Quality Director: Gene May, DTM

Club Growth Director: Teresa Norton, DTM

District Chief Judge: David Gosnell, DTM

Will all Division Directors raise your hands?

Will all Area Directors raise your hands?

Will all DTMs raise your hands?

Thank you *all* for attending this event (today/tonight)

Award Presenter: Prior to announcing results, the contest chair must announce if time disqualifications occurred, but not name the contestant(s) involved. \*refer to pg. 15 *Speech Contest Rulebook 2020-2021*

{There was a (there were) Time disqualification(s). **OR** if none,

There were No Time disqualifications.}

And now, the moment we have all been waiting for:

{You may ask for a “drumroll” to add drama to the announcements. Announce in reverse order; third, second, winner} The announcement of the winners. . .

**Third Place Winner** of the Spring 2021 (Club/ Area/Division) International Speech Contest is: \_\_\_\_\_\_\_\_\_\_\_.

**Second Place Winner** of the Spring 2021 (Club /Area/Division) International Speech Contest is: \_\_\_\_\_\_\_\_\_\_\_.

**First Place Winner** of the Spring 2021 (Club /Area/Division) International Speech Contest is: \_\_\_\_\_\_\_\_\_\_\_.

 ***Guidelines for Announcing Winners***

* *If there are three or more participants in the contest, announce the third, second, and first place winners.*
* *Read the winner information exactly as printed on form.*
* *Read the winners in reverse order (third, second, first).*
* *Make no more comments or announcements following the announcement of winners.*

**This contest is adjourned!**