

# Contestmaster Script

(for moderating a Humorous or International speech contest)

- Acknowledge the audience
  - Welcome to the: \_\_\_\_\_ Toastmasters Speech Contest.  
*(club, area, division and/or district name)*
  - Today's winner will represent \_\_\_\_\_ in the \_\_\_\_\_  
*(club, area, division and/or district name)* *(next level)*
- [Humorous] or [International] Speech Contest to be held on \_\_\_\_\_ at the \_\_\_\_\_ in \_\_\_\_\_.

If the first place winner is unable to attend, the 2nd place winner (or alternate) will speak in their place.

- Announce speaking order:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#5 \_\_\_\_\_

#6 \_\_\_\_\_

- The speakers have prepared and worked hard to be here today. They deserve our respect and consideration. In the spirit of this:
  - Turn off all electronic devices that may produce an audible sound (pagers, cell phones, watches)
  - Please do not take any photos during the contest - not even during the moment of silence.  
(okay during interviews or as winners are announced)
  - Audio or video recording is not permitted without the prior written permission of the contestants.
  - Please keep the aisles clear (no obstructions)
  - No one will be allowed to enter or exit the room during the speeches. Such activity will only be permitted during the one minute of silence.

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- Timing and judging will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- I will announce the contestant's name, title of speech, title of speech and the contestant's name. No other introductions or comments will be made while introducing the contestants.
- All speeches shall be from five to seven minutes. Contestants who speak less than four minutes and 30 seconds, or more than seven minutes and 30 seconds will be disqualified.
  - The green light will be turned on at five minutes and remain on for one minute.
  - The amber light will be turned on at six minutes and remain on for one minute.
  - The red light will be turned on at seven minutes and remain on until the speech is concluded. No audible device, such as a buzzer, shall be used for the overtime period.
- The timing lights are visible to the contestants.
- There will be one minute of silence after each speaker during which the judges will mark their ballots and contestants will setup or remove their props. Please honor this one minute of silence in respect and consideration to the speech contestants.
- After the last one-minute-of-silence, I will ask the judges to total up their scores and fill out the ballot form. The counters and Chief Judge (*ask them to stand so everyone sees who they are*) will go around and collect the ballots from the judges. The judges will hold up their ballots when they are ready to be picked up. I will ask you, the audience, to remain seated and quiet during this time. Once all the ballots have been collected, the Chief Judge and counters will leave the room to tally them up. If any judge needs more time to total up their ballots, please leave the room and follow the Chief Judge. I will then interview the contestants so you can learn more about them.
- Are the timers ready? Chief Judge? We are ready then. Let the contest begin.

(see SPEAKERS SHEET to conduct this part of the contest)

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## SPEAKERS SHEET

SPEAKER #1 \_\_\_\_\_ (name)

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

REPEAT: Title  
Name

SPEAKER #2 \_\_\_\_\_ (name)

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

REPEAT: Title  
Name

SPEAKER #3 \_\_\_\_\_ (name)

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

REPEAT: Title  
Name

SPEAKER #4 \_\_\_\_\_ (name)

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

REPEAT: Title  
Name

SPEAKER #5 \_\_\_\_\_ (name)

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

REPEAT: Title  
Name

SPEAKER #6 \_\_\_\_\_ (name)

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

REPEAT: Title  
Name

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*After each speaker, ask one of the timers to give you a minute (preferably the one who isn't running the timing lights). Remind the audience to be quiet during the one minute of silence.*

*After the one-minute-of-silence is over for the last speaker, say*

- Judges, please total up your score sheets and fill out your ballot forms. Please remember to sign your ballot! When you're finished, please hold up the ballot so a counter or the chief judge may pick it up from you.
- Audience, please remain quiet out of consideration to the speakers and judges.

*Allow a reasonable amount of time for judges to fill out their ballots. Remind them to leave the room if they need more time.*

*Once all the ballots have been collected and the Chief Judge and counters have left the room, tell everyone to relax. Now you can call up the contestants, one at a time, in order that they spoke and interview them. Keep the process upbeat and give equal air time to each contestant. Present a certificate of participation to each contestant.*

*Don't worry about having to stall for the announcement of the winners. It's okay to take a break or have some Club, Area, Division or District announcements made while waiting for the contest results. (This should be discussed in advance with the Club or District Officer in charge so you know what to do). We've learned from experience, at the District level, that once the results are announced, people leave. So we use this time to make any other announcements or give out awards.*

*The Chief Judge will hand you the results (the certificates all filled out). Introduce whoever else (dignitary / officer-in-charge) who has been identified to assist you in announcing and handing out the certificate(s) [and trophies]. Take a moment to thank all the contestants, judges, timers, counters and anyone else who was involved in the contest.*

*Announce the winners in the following order: 3rd, 2nd, 1st [if 5 or more contestants] Check the contest rule book for guidance on this. (Please do not make all the contestants stand in front of the audience as you announce. It's hard to hide disappointment if you don't win. Call each winner one at a time and have them stand there if there is a photographer present).*

- Call up the Officer-in-Charge who is supposed to close the event.