

# **Speech Contest Presiding Officer Script**

**Speech Contest meeting flow is similar to a club meeting flow, with a Presiding Officer opening the meeting, handing it over to a Toastmaster, then closing the meeting. The Presiding Officer is typically either A) the Contest Chair or B) the Club President for a Club Contest, the Area Governor for an Area Contest, or the Division Governor for a Division Contest.**

**NOTE: elements of the flow below can and should be included in the printed Program Agenda**

## **I. Prior to the start of the Contest**

A) Identify all of the attending dignitaries so they can be properly recognized. Find the most recent Dignitaries list on the District 55 website – (<http://www.tmd55.org/planning-documents.html>).

B) Identify and talk to the highest-ranking Club or District Officer attending the contest about him or her presenting the awards.

C) Obtain information to introduce the Contest Toastmaster.

## **II. Open the Meeting**

1. Call the meeting to order.
2. Introduce the person giving the invocation/opening thought and leading the Pledge of Allegiance.
3. Welcome all to the contest.
4. Recognize/introduce dignitaries at the head table or in the audience.
5. Introduce the Toastmaster.

*The Toastmaster will conduct the contest. After the interviews are conducted, control of the meeting returns to you.*

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## III. Close the meeting

6. Recognize and thank the Contest team members.

<b>Presiding Officer = Contest Chair</b> <ol style="list-style-type: none"><li>a. Contest Chair thanks the Contest team.</li><li>b. Contest Chair introduces the Governor who will thank the Contest Chair.</li></ol>	<b>Presiding Officer = Club President or Governor</b> <ol style="list-style-type: none"><li>a. President/Governor introduces the Contest Chair who thanks the Contest team.</li><li>b. President/Governor thanks the Contest Chair.</li></ol>
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7. Make any final announcements.

*NOTE: You may have to fill the time until the Chief Judge and Ballot Counters return to the room with the results.*

8. Ask the highest-ranking Officer in attendance to present the awards as you announce the winners.
9. Announce the winners using the filled-out Contest Winner Announcement Script provided by the Chief Judge. This script can be found on the District 55 website – (<http://www.tmd55.org/forms-and-templates.html>). If a disqualification occurred, state that before announcing the winners – no names. Announce the winners beginning with third place (if there are five or more contestants), then second place and finally first place.
10. Make any closing comments. 10 seconds maximum. NO ANNOUNCEMENTS!
11. Adjourn the meeting.