



## TOASTMASTERS INTERNATIONAL DISTRICT 69

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### INTERNATIONAL SPEECH CONTESTANT BRIEFING SCRIPT

Check that as Contest Toastmaster, you have:

- Names of International Contest contestants
- Numbered cards for drawing speaking order
- A certificate of participation for all contestants to be signed by you and presented to contestants at the conclusion of the contest
- A “ready chair” in position close to the speaking area. This is where you will be seated while each contestant speaks

#### **Briefing of Contestants**

When briefing contestants, introduce yourself as International Contest Toastmaster. Help contestants to relax, be reassuring and make sure that all their questions are answered (especially first-timers). It is suggested that you brief the contestants from within the speaking area.

- Verify the presence of all contestants and pronunciation of their names
- If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant
- If the primary contestant is not present when you as Contest Toastmaster are introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before you as Contest Toastmaster are introduced to conduct the contest, they may be permitted to compete, provided that they report to you as Contest Toastmaster on arrival with the required paperwork in good order and waive the opportunity of a briefing
- Draw for speaking order. Write it down in your Contest Toastmaster script. Give this information to Chief Judge as soon as possible for the Judges to be informed of the speaking order
- Ask for titles of speeches and write them down in your Contest Toastmaster script
- Review the speech contest rules as listed on the *Speaker's Certification of Eligibility and Originality*. Collect signed forms from each contestant and give to Chief Judge
- Define the speaking area to contestants. Contestants may speak from anywhere within the speaking area

- Indicate the signalling device that displays green, yellow and red colour. It must be in full view of each contestant, but not obvious to the audience
- Ensure the contestants can see the signalling device from the speaking area
- Review timing protocol:- green light at five minutes, yellow light at six minutes and red light at seven minutes
- Contestants will be disqualified if they speak for less than four minutes and thirty seconds or more than seven minutes and thirty seconds
- No signal shall be given for the over-time period
- Timing will begin with the first definite verbal or non-verbal communication with the audience
- Any visually-impaired contestant is permitted to request, and must be granted a form of signalling of their own choosing, (e.g. bell or similar) and must provide same
- Request they remove any identifying badges
- Give contestants the opportunity to test any amplifying equipment
- Contestants are responsible for arranging their own preferred set-up of the lectern/ microphone/ other equipment in a quiet manner before being introduced, or they may enlist someone to help them
- Encourage contestants to use the title "Contest Toastmaster" to start and finish their presentation - this helps the Timers to time the speech accurately
- Contestants may protest on the basis of eligibility and originality to either the Chief Judge or the Contest Chair, or you as Contest Toastmaster prior to the announcement of the place-getters, usually while the ballots are being counted
- You, as Contest Toastmaster will inform the Chief Judge immediately if a protest has been lodged
- A contestant shall have the opportunity to respond to the Judges if their speech has been protested against on the basis of originality
- Collect *Speech Contestant Profile* from each of the contestants. This information can be used in the contestant interviews at the end of the contest
- Practice shaking hands with your right hand and presenting Certificates to contestants with your left hand

### **Explain the contest procedure:**

- Contestants are permitted to remain in the same room throughout the duration of the contest
- It is recommended that contestants stand ready close to the speaking area waiting for their introduction
- Each contestant shall be introduced by announcing the contestant's name - speech title - speech title - the contestant's name
- Upon being introduced, the contestant shall proceed immediately to the speaking area
- Contestants present their five-to-seven-minute speech

- There will be one minute of silence between speakers for Judges to mark their ballots. Contestants may prepare their props (if required) during this time
- As each contestant completes their presentation, the next contestant is introduced and the procedure is repeated
- After the contest is finished, all contestants will come back on stage in at the same time, in speaking order to be interviewed for one minute each
- Discuss likely questions for the interview ie name of club represented
- Contestants will be given their certificate of participation
- Place getters will be announced in reverse order ie third place, second place, third place

