

Script Humorous Speech Contest Chair/ Contest Master

This script has been updated in order to comply with the latest Speech Contest Rulebook. The text in quotes should be read verbatim by the contest master.

If the contest event includes more than one type of contest or more than one entity (multi-club or multi-area), you will need to appropriately combine contest scripts. Generally it is advised to conduct the contest with prepared speeches first.

If any contestant is in more than one contest, contestant interviews take place after the last contest of the event, as that can give an unfair advantage to the contestant in the second contest.

Prior to the start of the contest

A) Attend the Contestants Briefing to obtain the speaking order, speech titles, and to learn how to pronounce all of the contestants' names. There is space provided within the text of this script to write in the speaking order and notes on pronunciation. You will also be given a Profile for each contestant to aid you in performing the Contestant Interviews.

B) Give the Presiding Officer or SAA information for your introduction as Toastmaster. Some examples are your club name, how long you have been a Toastmaster, and your Toastmaster education level and/or officer role.

During the contest

- 1. After being introduced by the Presiding Officer or SAA, open with brief remarks or a story. Keep this to 5 minutes or less. You should not make any more remarks or add stories during the rest of the contest. This will distract contestants and judges.*
- 2. State:** “The Humorous Speech contest will consist of timed 5-7 minute speeches that will be judged by a panel of judges. A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than 7 minutes 30 seconds.

A green signal will be displayed at 5 minutes and remain displayed for one minute. A yellow signal will be displayed at 6 minutes and remain displayed for one minute. A red signal will be displayed at 7 minutes and will remain on until the conclusion of the speech.”

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“The contestants and the judges have certified their eligibility. The Contest Chair and the Chief Judge have confirmed the eligibility of the contestants and the judges.”

NOTE: Complete the following sentence according to the level of competition (i.e. Club, Area, Division or District) and fill in the date of the next level of competition.

3. **State:** “The winner will represent

the Club at the Area _____ contest on _____

or

the Area at the Division ____ contest on _____

or

the Division at the District 52 contest on November 4th.”

4. **State:** “These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our contestants.”

- a. Please place all cell phones or other devices either off or on silent.
- b. No photography of the contestants is allowed during contestant speeches. There will be photo opportunities after the contest. Videotaping is allowed only if the contestant and the Contest Chair have given their approval in advance.
- c. Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the room. If you must leave, please do so during the times of silence between contestant speeches. The Sergeant-at-Arms will not allow anyone to enter the room during a contestant’s speech.”
- d. *At this time, the Contest-Master can choose to point out the speaking area, but the contestants and judges should have already covered it during their briefings.*

5. **Ask:** “Mister or Madam Contest Chair, have all the contestants been briefed, are all the contestants present, and are we ready to proceed with the contest?”
Wait for an affirmative reply.

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6. **Ask:** “Mister or Madam Chief Judge, have all the Contest Officials been briefed and are we ready to proceed with the contest?” *Wait for an affirmative reply.*
7. **State:** “In order to allow the judges time to mark their judging forms, we will have one minute of silence after each contestant’s speech and we will have silence after the last contestant’s speech until all the ballots are collected.
8. **Ask:** “Time Keepers, will one of you signal me when one minute has elapsed between contestant speeches?” *Wait for an affirmative reply.*
9. **State:** “The speaking order for the contest was determined earlier by having our contestants draw for position. The order for the contest will be:
 1. Name _____
 2. Name _____
 3. Name _____
 4. Name _____
 5. Name _____”
10. **State:** “Each contestant will be introduced only by his or her name, and the title of the speech. I will then repeat the title of the speech and the contestant’s name. The first contestant will now proceed to the staging area. Subsequent contestants will proceed to the staging area during the one-minute of silence. All Contestants may remain in the room during this contest.”
11. **State :** “The first contestant will now proceed to the staging area.
Ask: Timer, can you let me know when one minute is up?”
12. *Start with one minute of silence. The first contestant can quietly come up during the minute of silence. Once the contestant is on stage and the minute of silence is up, the contestant is introduced by simply stating: their name, speech title, speech title, their name.*

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13. *Lead the applause before and after each speech. After all but the last speech state: "One minute of silence please. Will the next contestant proceed to the staging area."*

1. Name _____

Title _____

2. Name _____

Title _____

3. Name _____

Title _____

4. Name _____

Title _____

5. Name _____

Title _____

6. Name _____

Title _____

14. **After last speech, state:** "May we please have silence until all the ballots have been collected. Judges, please hold your ballots up when you have completed them."

Note: Ballot Counters and the Chief Judge collect the ballots. Wait until all the ballots have been collected before proceeding,

Note: For a multi-contest event, interviews are to be held after the last contest is conducted. If this is NOT the last contest, skip Steps 15, 16, and 17, and proceed with the next contest.

15. **Ask:** "Will the contestants please join me up front in order of appearance?"
Lead the applause as they make their way to the front.

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16. *Contestant Interviews: Present each contestant with a Certificate of Participation, and interview each contestant. Sample questions: A) which club s/he represents, B) how long s/he has been in Toastmasters, and C) an open-ended question from the speech or about one of his/her interests or hobbies from the Biography form.*
17. *Dismiss the contestants with applause, make final remarks, then get results from the Chief Judge.*

Ending the contests

1. Recognize and thank the Contest Committee and Contest Officials.
District leaders make any announcements.

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

2. Ask the highest-ranking Officer (or several, if they are there) in attendance to present the awards as the Contest Chair announces the winners.
3. Prior to announcing results, the chair should announce if time disqualification(s) occurred, but not the name of the contestant involved.
4. The Contest Chair announces the winners in reverse order reading from the Results Form, beginning with third place (if there are five or more contestants), then second place and finally first place.
5. In closing, thank all who helped make the contest a success.
6. Adjourn the meeting.