



# Virtual Speech Contest Guide

UpdMarch 2020 [Credit: District 52](#)

## 15 MINUTES BEFORE

### 1. Contest Master, Chief Judge, Tech Chair, Contestants enter the room

#### Tech Chair

- Enables [waiting room](#) so attendees wait until you are ready to let them in at your discretion.
- Manages the entry of all participants
- Performs technical check for **Contestants'** video & audio. You can test your audio/video by going into a [test room](#) and following instructions.
- Renames all accounts with phone numbers to 'Guest' for confidentiality

#### Contestants

- You will be prompted to test your distance from the screen. Good lighting and angled correctly.
- Please identify the **Timer** so you can pin them to your screen during your speech

## 5 MINUTES BEFORE

### 2. Judges & Functionaries enter the room

- **Tech Chair** lets in this second set of volunteers
- **Contest Master** does a quick roll call to ensure everyone is present
- **Judges** should have been briefed separately outside of the meeting by **Chief Judge** because they need to be anonymous

## GAVEL

### 3. Contest Master opens meeting

- Pledge of Allegiance (Optional)
- Draws Names of Contestants from a Hat (Please print so it is legible)
- Introduces Contestants in order
- After Speech, announce 1 Minute of Silence for judges to vote
- After Speeches are done, indefinite moment of silence for judges to submit votes to Chief Judge
- This is a 5-10 minute break, so you can introduce our District leaders and make announcements and open up the floor for jokes



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## CONTEST ROLES

### Tech Chair - Circe Denyer

- **Schedule Zoom Meeting** and send an invite to attendees. We recommend you post this in several areas and notify attendees again about 30 minutes before the meeting so they can easily find the link
- Have a list of **Contestants, Judges and Functionaries** available
- You will also be handling **Sergeant at Arms** duties by **admitting participants** in the room toggling the **mute** button. Consider un-muting everyone during the speech so the speaker can hear feedback while speaking
- Start the Zoom schedule **15 minutes before**, and let only the Chief Judge and Contestants in. After everyone is ready to go, let the judges and functionaries in to do a quick briefing and let all participants in when you are ready

### Contest Master

- **Opening Remarks & Introductions:** Tech Chair, Chief Judge, Distinguished TMs
- **Hat draw** and announce speakers with a round of applause
- After each speech, announce **1 minute of silence** so judges can fill in their ballots
- After last speaker is finished, announce **indefinite moment of silence** while the Chief Judge & Ballot Counters convene in the breakout room to count, you will **interview each speaker** with 1-2 questions (depending on time)
- When the Chief Judge reenters the room after tallying the votes, he/she will notify you of the winners. **Announce the winners backwards-** 3rd, 2nd, 1st. *Feel free to hold up a certificate with their name if you have the ability to print and fill out in time. Consider printing a blank certificate and writing the names in.*

*Things you should have on hand:*

- A hat
- Names of contestants cut into strips for the speech order
- Optional: A 1st & 2nd & 3rd place Certificates for winner announcements

### Chief Judge

- Have all judges watch the training video for judges on Youtube in this playlist <https://bit.ly/virtuald52> Provide your **cell phone number** so they can text you their ballot tear offs
- Make sure all your **judges** are in attendance before the meeting starts
- After each speech, your **judges** will send you a photo of their ballot tear-off. **Verify** that they are legible and filled out properly and **send a copy to your ballot counters**
- Confirm the 1st, 2nd & 3rd place with your **ballot counters** in the private breakout room and re-enter the main room as soon as you have confirmed the winners. Notify the Contest Master via text/chat/email

### Timer

- Join the pre-meeting 15 minutes before so you can identify yourself to the Contestants and test your cards *(see sample >>> )*
- Your colored timer cards should be labeled to accommodate for green/red color blindness.



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# RED



## Ballot Counters

- Join the pre-meeting 15 minutes before so you can get a quick briefing from the Chief Judge.
- After each speech, the chief judge will send you a copy of the ballots via text. Please tally them and submit your total back to the Chief Judge
- **After the last speaker is finished, enter the private breakout room** via an invite from the Tech Chair to **tally all the votes**. Click 'Leave breakout room' when finished to rejoin the main room

## Speech Contest Etiquette

- During a speech, Please do not make comments in the chat box. It will distract the judges
- If you are in a busy location, consider using a virtual background or clicking 'Stop Video' to turn off your video feed. Your name or profile image will appear.
- It is best to use your first & last name OR First name Initial of Last Name for your profile so you can easily be identified. If you are joining a meeting at another district, add your District number as well
- You are welcome to send messages or post questions on the chat box. Keep in mind there is an 'Everybody' option and a 'Private Message' option
- Please mute yourself when not speaking to reduce background noise. You may unmute after each speech for applause and reactions

Please remember to announce your winners on Facebook, take screenshots to post and email your results to [PRM@district52.org](mailto:PRM@district52.org) so we can post on the [District52.org](http://District52.org) website and in the upcoming newsletters!