



Virtual Speech Contest Guide

Updated: March 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*

Contestants

- Please take time to [download Zoom](#), and set up your audio/visuals ahead of the meeting
- When it is time for you to speak, remember to [pin](#) the Card Timer to your screen
- Keep an eye on your **Card Timer** - if your audio or video drops, you may get an indication that something has gone awry

Chief Judge

- Have all judges **watch the training video** for contest judges on Youtube in this [playlist](#). 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



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Judges

- After each speech, fill out your paper ballot and text a photo of it to the Chief Judge
- If you want to do it digitally, you can fill out the ballot in Adobe Reader and text the screenshot
- [Humorous Speech Ballot link](#) / [International Ballot link](#)
- Remember to get the **phone number** of the Chief Judge for texting

Card Timer

- Join the pre-meeting 15 minutes before so you can identify yourself to the Contestants and test your cards
- Your colored timer cards should be labeled to accommodate for green/red color blindness. (see sample >>>)
- There is a possibility that the speaker will have tech issues such as dropped audio or video. If so please indicate for them to stop with your hand.

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. You will get an invite to enter the break out room.
- **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 after each tally

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
- Participants - remember that there will be a large audience on the call. Please get situated **BEFORE** the meeting, with the **Tech Chair** (Circe), so we do not pause the speech contest to help everyone with tech questions