

15 MINUTES BEFORE  
CONTEST TIME



TECHNOLOGY CHAIR  
STARTS THE ZOOM  
CALL AND SETS UP  
THE BALLOT COUNTING  
BREAKOUT ROOM



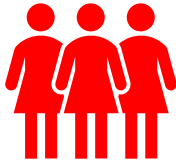
ADMITS CONTEST  
MASTER AND CHIEF  
JUDGE TO THE ROOM



CONTEST MASTER CHECKS THE CONTESTANTS AS THEY SIGN ON  
CHIEF JUDGE CHECKS THAT THE BREAKOUT ROOM IS WORKING

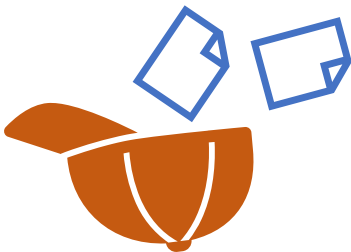


CONTESTANTS ARE ADMITTED TO THE  
ROOM AND EACH IS TECHNOLOGY  
TESTED



JUDGES WILL BE ADDED TO THE  
ROOM AND INSTRUCTIONS  
GIVEN BY TECH CHAIR AND  
CHIEF JUDGE

AUDIENCE IS BROUGHT IN  
AND JOINS THE GROUP FOR  
THE CONTEST



CONTEST MASTER PULLS NAMES OUT  
A HAT AND ANNOUNCES THE  
SPEAKING ORDER OF CONTESTANTS.  
THEN REPEATS THE NAMES IN  
ORDER SLOWLY FOR THE JUDGES

A VIRTUAL CONTEST HAS A CONTEST MASTER WHO OPENS THE EVENT WITH A THOUGHT, QUOTE, INTRODUCTORY REMARKS...



PLEASE MUTE YOUR MICROPHONE IF YOU ARE IN A PLACE WITH BACKGROUND NOISE.



IF YOU ARE JUDGING, PLEASE PIN THE VIDEO OF THE SPEAKER SO YOU CAN SEE CLEARLY THE GESTURES AND FACIAL EXPRESSIONS



SPEAKERS, PIN THE VIDEO OF THE CARD TIMER. EVERYONE, DURING THE MINUTE OF SILENCE, PLEASE MUTE YOUR MICROPHONES



CHIEF JUDGE, HAS EVERYONE BEEN BRIEFED?

"THE JUDGES, FUNCTIONARIES AND CONTESTANTS HAVE ALL BEEN BRIEFED, LET THE CONTEST BEGIN"



LADIES AND GENTLEMEN, THE [AREA, DIVISION, DISTRICT] [HUMOR, INTERNATIONAL] CONTEST WILL NOW BEGIN.

**Speech Contest Starts**

**OUR FIRST SPEAKER IS**

**Speakers NAME**

**Speak the Title**

**Speak the Title**

**Speakers NAME**

**ONE MINUTE  OF SILENCE**

**OUR NEXT SPEAKER IS**

**Speakers NAME**

**Speak the Title**

**Speak the Title**

**Speakers NAME**

**ONE MINUTE  OF SILENCE**

**OUR LAST SPEAKER IS**

**Speakers NAME**

**Speak the Title**

**Speak the Title**

**Speakers NAME**

**INDEFINATE  PERIOD OF SILENCE**

# Ballot Counting in the Virtual Contest

JUDGES PHOTOGRAPH THE BOTTOM OF THE SIGNED FILLED, BALLOT AND **TEXT IT TO THE CHIEF JUDGE**



(Detach and submit to counters)

## Judge's Official Ballot - International Speech Contest

Name of Contestant

First Place: JOSIE JOHNS

Second Place: RONALD DOUGLAS

Third Place: PATTY ELSON

Darlene Long

(Signature of Judge)

**NOTE:** Votes must be cast for first, second and third place or the ballot will be voided.

**PLACE**                      **RANKING POINTS**  
(for counters' use only)

First Place                      3 points

Second Place                      2 points

Third Place                      1 point

Darlene Long

(Judge's Name; Please Print)

TWO BALLOT COUNTERS AND CHIEF JUDGE ARE "ASSIGNED" TO A BREAKOUT ROOM BY THE HOST [HOST OPENS THE ROOM] WHERE THEY COUNT THE BALLOTS TOGETHER; RETURNING TO MAIN ROOM WHEN FINISHED. THE CHIEF JUDGE VERIFIES EACH BALLOT COUNTER HAS ALL VALID BALLOTS. UNSIGNED BALLOTS ARE DISCARDED.



CHIEF JUDGE TEXTS A PHOTOCOPY OF THE **RESULTS FORM** TO THE **CONTEST MASTER**.



### Time Disqualifications

YES     NO

### Announcement

THIRD place winner \_\_\_\_\_

SECOND place winner \_\_\_\_\_

FIRST place winner \_\_\_\_\_

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Rev. 3/2018

Item 1168

# During the Ballot Counting...



**CONTEST MASTER** ASKS THE CONTESTANTS IN THE ORDER THEY SPOKE INTERVIEW QUESTIONS.

Always ask: What club are you from and how long have you been a Toastmaster?  
Then any other question or two you have.



**CONTEST MASTER** ASKS THE DISTRICT DIRECTOR, FOR DISTRICT ANNOUNCEMENTS

“We will now hear District announcements from District Director Agnes Lewis”

AGNES WILL HAND OFF TO JOHN MURRAY & CIRCE DENYER FOR COMMENTS, ETC.



**NOTE: IF YOU FILL OUT THE CERTIFICATES DURING DISTRICT ANNOUNCEMENTS, YOU WILL BE READY TO ANNOUNCE.**

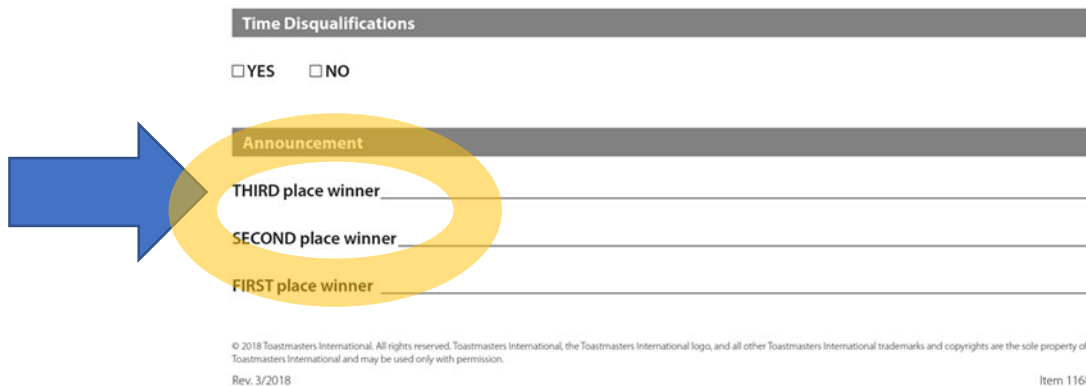


WHEN YOU RECEIVE THE RESULTS FORM, **VERIFY** WHETHER THERE WAS A DISQUALIFICATION FOR TIME. AN ANNOUNCEMENT WILL BE MADE WHEN WINNERS ARE ANNOUNCED IF IT HAPPENS:

**“We had a disqualification for time.”**

THE CONTEST MASTER PRINTS OR WRITES THE NAME OF THE **THIRD, SECOND AND FIRST PLACE** WINNERS ON THE CERTIFICATES.

**IMPORTANT: Verify you see THIRD, SECOND, FIRST from the results form. (they show in that order)**



The image shows a screenshot of a contest results form. At the top, there is a grey header bar labeled "Time Disqualifications". Below this header, there are two checkboxes: "YES" and "NO". The next section is labeled "Announcement" and contains three lines for entering winner names: "THIRD place winner", "SECOND place winner", and "FIRST place winner". A blue arrow points to the "THIRD place winner" line, and a yellow oval highlights the "THIRD place winner" and "SECOND place winner" lines. At the bottom of the form, there is small text: "© 2018 Toastmasters International. All rights reserved. Toastmasters International, the Toastmasters International logo, and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only with permission. Rev. 3/2018 Item 1168".

**“Ladies and Gentlemen, we have received the winner’s names. Our THIRD PLACE WINNER is ...  
Our SECOND PLACE Winner is...  
Our FIRST PLACE Winner is... You will compete in the DIV \_\_\_contest.  
Congratulations to all the winners. This concludes the \_\_\_\_\_ contest. Thank you all for attending. Please check the District 52 calendar for other virtual contests coming up. Also, check District52’s Facebook page for announcements of upcoming virtual meetings!”**