

# **District 112**

## **International Speech Contest Script 2024-25**

These are remarks, or directions

These are instructions to be read out loud

### **Before the Contest – Contest Chair**

*Select a place and time for the contest*

*Select a Contest Chairman and a Chief Judge*

*Remember, candidates for ELECTED Office  
Can't serve as contest officials at Area and above*

*Contact the Contestants, ask them to fill in and return  
the Speaker's Certificate of Eligibility, and Speaker's Profile*

*Check that each contestant is eligible to enter this contest*

*Appoint a Sgt at Arms for each door*

*For a event, assign a Floor Manager, and a Calligrapher for the certificates*

*Find Timing Lights, a Stop-watch, and a Lectern (2 for the Evaluation Contest)*

*Print all the forms, and buy envelopes*

*Determine the Agenda, and print sufficient copies*

*Contestants must be able to walk on the stage,  
And practice using microphones (if used)*

### **Before the Contest – Chief Judge**

*Appoint the Judges,  
Ask them to fill in and return the Judge's Certificate of Eligibility*

*Send the Rulebook to the Judges*

*Appoint two (2) timekeepers, and two (2) ballot counters*

**Document created by Alun Chisholm DTM PDG, D112 Contest Consultant**  
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## **Pre-Contest Briefing - Contest Chair**

*You can do the briefing online to save time on the night*

This briefing is for the Contestants, and the Sgt at Arms.

### **Eligibility**

*The contest chair should have the eligibility forms, by email*

*The contestants must read, and sign the "Speaker's Certification of Eligibility and Originality" and fill out the "Speech Contestant Profile"*

*To be eligible, the contestant **MUST**  
be a PAID member,  
have completed level 1 and level 2 in any path,  
the club they are represent - is in good standing  
have filled in the "Speaker's Certification of Eligibility and Originality"*

*The contestant must **NOT** be  
a district officer  
a candidate for an ELECTED position for next year  
a contest chair, or an educational presenter at this event  
a judge for THIS contest type - at ANY level, in ANY District – in this Contest Round  
These rules apply even at the club level*

*Candidates for ELECTED Office  
can't serve as any contest official at Area level and above [2F]*

*Check the pronunciation of the Contestants names*

*if the speaker isn't present, or  
hasn't sent you the paperwork,  
brief the alternate, and get them to  
fill in the paperwork*

Contestant ( name) is not present, and has not sent me their eligibility form, so I will brief the alternate speaker, who will speak in their place at the start of the contest

### **Housekeeping**

Photography is not permitted during the Contest  
If you want a friend to video your presentation,  
you must fill-out the video release form (Item 470),  
Before the Contest (see the FAQ)

### **Sgt at Arms**

At the start of the contest, close the doors,  
no-one should enter or leave when someone is speaking

### **Speech Timings**

Your speech will be from 5 to 7 minutes,  
you will be disqualified if your speech is less than four (4)  
minutes and 30 seconds, or more than seven (7) minutes and 30  
seconds.

Note: You should begin speaking within a short time of arriving  
at the speaking area, and are not permitted to delay the contest  
unnecessarily.

Before starting, you must recognise the Contest Chair, with,  
"Thank you, Contest Chair"  
and the Contest Chair must reply "You're welcome"  
Before sitting down (6F)

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**Speaking Area**

The speaking area is from (a) on the left, to (b) on the right, and as far forward as (c)  
You will be judged how effectively you use the speaking area  
  
You will have time to practice on the stage, and test any microphones (if they are used)

**Originality**

75% of the speech must be original material,  
any quoted material must be identified,  
even paraphrasing or referencing another person's work,  
Is not acceptable

**Props**

If you use props in your speech, you must demonstrate that they can be set up in the one minutes silence, and taken away after the speech, in the one minutes silence. Remember, this also means you can't leave anything on the floor after their speech

**Protests**

Protests can only be lodged by contestants or voting judges and are limited to;  
Eligibility,  
  
Originality,  
  
Reference to another contestant in THIS contest  
  
Reference to another contestant's speech material, delivered in THIS contest,  
- not that they said the same thing, but that they said "contestant (x) said"

*Lodge your protest with the Chief Judge or Contest Chair*

Protests must be lodged prior to the adjournment of the contest or the announcement of the winner(s) - which ever comes first

**Draw for Speaking order**

*Bring playing cards (or some other method)  
to determine the speaking order  
write down the contestant names and speech titles*

Are there any Questions?

*if none*

I will now give the speaking order to the judges,  
you can return to the main room

You will be allowed to test the Microphones, and the stage

**Talk to the Chief Judge**

Please confirm that all Judges are qualified, and have been briefed

*Arrange a signal that means "Stop The Contest"*

## ***Pre-Contest Briefing - Chief Judge***

*You can do the briefing online to save time on the night*

*Speak to the Contest Chair and arrange a signal that means "Stop The Contest"*

### **Check the Number of Officials**

I have appointed  
2 timekeepers  
2 ballot counters, (3 at District)  
The correct number of Voting Judges

*(At Club level, 5 Judges – unless impractical )*

*(at Area Level, equal representation or 5 Judges)*

*(at Division Level, equal representation or 7 Judges)*

*(at District Level, equal representation or 7 Judges)*

*( Candidates for ELECTED Office*

*can't serve as any contest official at Area level and above [2F] )*

Because the Judges are anonymous,  
no-one else should be present

I have also appointed and briefed a secret tie-breaking judge, who  
does not attend this briefing, I will collect their ballot at the end  
of the contest

### **Timekeepers**

*The contestant must recognise the Contest Chair,  
Before they can sit down (6F)*

Timing starts with the first definite verbal or non-verbal  
communication, but would include any other communication  
such as sound effects, a staged act by another person, etc.

Timekeeper one (1) will operate the stopwatch, and complete the  
official time record, here is the Time Record Sheet,  
Please review the form, and write the names of the contestants on  
the form, in speaking order

Timekeeper two (2) will indicate the times using the coloured  
lights, (or back-up cards),

or any signal provided by a Contestant

Timekeeper two (2), you will display the signal as follows.

the GREEN signal at five (5) minutes,

the YELLOW signal at six (6) minutes,

and the RED signal at seven (7) minutes

There will be no further indication of time, the RED signal will  
remain displayed until the contestant stops speaking

Timekeeper one (1), circle the contestant's time, if it is under or  
over time, as follows

if their speech is less than four (4) minutes and 30 seconds  
or more than seven (7) minutes and 31 seconds.

*Yes, 31 seconds*

**Timekeepers Warning**

If the Contest Chair or Chief Judge calls to pause the speech,  
Stop the timer, until the Contest Chair says to start it again

If the lights fail, swap to the backup signal

If the lights fail, or the stopwatch fails,  
mark this as a failure on the timing sheet,  
then allow the Contestant 30 seconds more before disqualifying

**Ballot Counters**

I will give the "Counter's Tally Sheet" to each of the ballot  
counters,  
Please review the form, and write the names of the contestants on  
the top of the form, in speaking order .

*indicate the judges*

At the end of the contest, you will collect the voting ballots from  
these judges.  
I will be there to guide you through the ballot counting, when we  
return to this room.

*If none*

Are there any questions?  
The ballot counters and timekeepers can return to the main room

**Judges Eligibility**

*The chief Judge will already have  
checked that all judges are eligible*

The voting judges must read, and sign  
the Judge's Certification of Eligibility and Code of Ethics

*Check the appropriate level;*

*CLUB – the judge must be a paid member.*

*AREA, DIVISION, DISTRICT – the judge must;*

*a) Be a paid member for a minimum of six (6) months.*

*b) Have completed a minimum of six (6) speech projects in the CC manual  
or earned certificates of completion in Levels 1 and 2 of any path in Pathways.*

*DIVISION or DISTRICT – the chief judge, voting judges, and the tie-breaking judge  
must not be a member of any club in which a contestant is a member.*

*Candidates for ELECTED Office can't serve  
as contest officials at Area level and above (2F)*

**Judges Guide**

Here is the "International Speech Contest Judge's Guide and  
Ballot", please review it now.

*don't read it out, but you can  
remind them of the important  
points*

Read the "Judge's Code of Ethics" on page 2,  
This explains the standards that Toastmasters expects you to  
uphold

Judges should sit near the stage, so they can hear the speakers

*if there are 3 or more speakers*

You must judge all speeches, and your ballot must;  
list the first three place getters, and no ties  
be signed, and have your name on it  
or your ballot will be discarded

These are remarks, or directions

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*Explain the points values for this Speech Type in your own words*

I will explain the "Judging Criteria", using the points guide on the form

75% of the speech must be original material,  
Any quoted material must be identified,  
even paraphrasing or referencing is not acceptable

As you listen to the speech, take notes, only allocate points at the end, and ignore the speech timing

*Ballots should be put in an envelope*

At the end of the contest, put your voting ballots in an envelope, and the Ballot Counters will collect them

**Protests**

Protests can only be lodged by contestants or voting judges and are limited to;

*If they are not a paid member,  
Or you have seen them judge this Contest Type in this round*

Eligibility,

*If more than 25% of the speech is quotes, or someone else's material, (even paraphrased or referenced)*

Originality,

*you can't say a Contestant's name*

Reference to another contestant in THIS contest

*you can't repeat what another contestant said*

Reference to another contestant's speech material, delivered in THIS contest – that they said "contestant (x) said" , not just that they said the same thing

*Speak to the Chief Judge  
And write "PROTEST" on the Voting Ballot*

Protests must be lodged prior to the adjournment of the contest or the announcement of the winner(s) - which ever comes first

Remember, you can't protest for any other reason,  
If a rule is broken, speak to the Chief Judge immediately to resolve the issue

**Speaking Area**

The speaking area is from (a) on the left, to (b) on the right, and as far forward as (c), you will judge how effectively the contestant uses the speaking area

**Speaking Order**

*read out the speaking order given by the contest chair*

The speaking order is as follows,  
The speaker's names should be on the agenda

*if none*

Are there any questions?  
You can return to the main room

## **Contest Welcome - Contest Chair**

Ladies and Gentlemen, welcome to the International Speech Contest, the Purpose of this Contest is "To provide an opportunity to learn by observing the more proficient ( Speakers / Evaluators ) who have benefited from their Toastmasters training."

### **Housekeeping**

The following are the housekeeping rules for this contest

As a courtesy to our contestants please ensure your mobile phone is on silent

The Sergeant at Arms will secure the doors, members of the audience should not to enter or leave when anyone is speaking.

Photography is NOT permitted during the contest.  
To video any speaker, you must have their permission, and they must have completed the Video Release form (Item 470).

As each contestant selects their own speech topics, some of the content may be personal in nature, and contain language, ideas, or beliefs that some audiences may consider sensitive.

### **Briefings**

I have briefed all contestants on the rules of the contest, and confirmed that they are eligible.

Chief Judge (\_\_\_name\_\_\_) can you confirm that the Judges are qualified, and have been briefed.

### **Protests**

Protests can only be lodged by Contestants or Voting Judges.

### **Timing**

the speech must be from five (5) to seven (7) minutes.  
A contestant will be disqualified if their speech is less than four (4) minute and 30 seconds or more than seven (7) minutes and 30 seconds.

### **Lighting Test and Speaking Area**

*confirm they work*

Timers, please test the stopwatch, and show the lights

*point at the lights*

I can see the timing lights, they are here

*the speaking area has been described to the Contestants  
and Judges, you don't need to tell the audience*

### **Speaking Order**

The order of the contestants was randomly selected before the start of this contest, and is as follows, the names and the correct spelling should be on the agenda.

*If they're not on the agenda, then  
read out the speaking order*

## ***Running the Contest - Contest Chair***

*Move the lectern to the side of the stage, and stand behind it.*

Is everybody ready?

If any of the Contestants wish to wait outside,  
Until it is time to speak, then go with the Sgt at Arms

### **Contestant Introductions - Contest Chair**

*Say it like this, not “first” or “last”*

Now I will introduce our speech contestants

*For each Contestant*

*If the speaker is waiting outside,  
make sure to bring them back in*

Please welcome our next contestant  
\_\_\_\_( given name / family name )\_\_\_\_,

*If the Contestant isn't present (or  
you don't have the eligibility form),  
welcome the Alternate Speaker  
(that you briefed earlier)*

because the Contestant isn't present, they are disqualified,  
and I call forward the alternate speaker  
\_\_\_\_( given name / family name )\_\_\_\_

with the speech \_\_\_\_ ( title )\_\_\_\_,

with the speech \_\_\_\_ ( title )\_\_\_\_

*Lead the applause as Contestant  
comes to the center of the Stage*

please welcome \_\_\_\_ ( given name )\_\_\_\_ .

*Do NOT shake their hand.*

*Remain standing at the lectern  
until the contestant recognises you  
with “Thank you, Contest Chair”*

*Only then say “you're welcome”,  
and sit down*

“You're welcome”

*During the Speech,  
Watch for the signal from the Chief Judge to pause the contest  
OR pause the Contest, and signal the Chief Judge*

*After the speech, Lead the applause*

Thank you contestant \_\_\_\_ ( given name )\_\_\_\_,

There will be one minute silence for judges to fill out the ballots.  
Timer, please indicate the time at one minute

*at the end of one minute*

Thank you. Now I will introduce the next contestant

### **After the last speaker**

Could we please have complete silence until the judges have  
completed their ballots.

When you are ready, hold up the ballot, for the ballot counters to  
collect.



These are remarks, or directions

These are instructions to be read out loud

*The Chief Judge collects the Time Record sheet,  
and the Tie Breaking Judges Ballot*

*wait until the chief judge and  
ballot counters have left the room.*

*you MUST give Participation  
Certificates now*

The Chief Judge and ballot counters have left the room,  
so we will present the Participation Certificates  
I invite all the contestants back to the stage.  
You can come forward to take photographs

*For each contestant*

Contestant ( name ),  
tell us what Club, (Area or Division) you represent

**If you have been told to waste time**

*this really is optional, and could take a while if there is a protest*

*use the Biographical Sheet to ask  
questions*

Let us find out more about our Contestants,  
The timing will be 1 to 2 minutes.

**After the Presentation**

Now, could the contestants return to their seats

**1) If you have the Results**

I have the results from the Chief Judge,  
So I will present them now

**2) If the Results are going to be  
presented later**

I am waiting for the results from the Chief Judge,  
So I will adjourn the contest until later

## **Tallying the Results - Chief Judge**

*In the counting room*

*Check that you have valid Ballots,  
and they are from real judges*

Each ballot counter will fill out the ballot counters form,  
Write the contestant's names across the top, and the Judges  
names down the side

*Check each form for the word "PROTEST"*

*Show each form to the ballot counters*

*The Chief Judge reads out the votes  
From EACH Ballot in this manner*

Judge ( name ) has given  
3 points to contestant ( name ),  
2 points to to contestant ( name ),  
and 1 point to contestant ( name )

*The ballot counters will add up all  
of the votes for each contestant  
and check that they both have the same result*

### **Time Disqualifications**

*check the Time Record sheet,  
if any contestants spoke over time,  
or under time, then state*

Contestant ( name ) has been Disqualified for speaking over /  
under time, strike through their name

### **Tied Places**

*If any contestants received the  
same number of points – even  
ZERO points*

I will open the Tie Breaking Judges Ballot, to break the tie

*only look at the relative placing of  
those 2 contestants*

Contestant ( name ) is ranked higher, and has gained the place,  
Contestant ( name ) has lost the place

### **Protests**

*you cannot protest for any other  
reason*

There is a protest from a Contestant or a Judge  
Relating to Eligibility, or Originality, or Reference

*the judges will have to meet,  
discuss and vote*

I will check the section in the rulebook, on handling a protest

*If the judges have voted to  
disqualify a contestant, state*

Contestant ( name ) has been Disqualified,  
strike through their name

### **Official Results**

*now you have the official results*

Ballot Counters must watch me carefully, as I;  
Fill out the Results form, with the names  
of the 1st, 2nd and 3rd placed contestants,  
And if there were any time disqualification

Fill out the 1st, 2nd and 3rd place getters certificates

Write the ranking of ALL contestants who were not disqualified,  
on the Notification of Contest Results form

*If you have filled in the forms  
correctly*

I will now give the results to the Contest Chair

## ***Announcing the Results - Contest Chair***

Ladies and Gentlemen,  
congratulations to all our Contestants

Please come forward to take photographs of the winners

Announcement of the contest winners is final,  
unless the list of winners is announced incorrectly,  
in which case the Chief Judge, ballot counters, or timers  
are permitted to immediately interrupt to correct the error.

*Read the results from the form*

*if there were time disqualifications.  
DO NOT name them*

*As you read the results watch out  
for the chief judge, timers or ballot  
counters pointing out an error*

*Hand their place-getters their  
Certificates,  
and Trophies (if available)*

**Results Form**

**Instructions**

**Chair role:**

1. Review the Results Form.
2. Announce the Results from the form.
3. Check the Winner's Name and Division.
4. Check the Winner's Name and Division.
5. Check the Winner's Name and Division.
6. Check the Winner's Name and Division.
7. Check the Winner's Name and Division.
8. Check the Winner's Name and Division.
9. Check the Winner's Name and Division.
10. Check the Winner's Name and Division.

**Contest Chair**

After announcing the Results from the form, you must announce the Winner's Name and Division.

1. Announce the Winner's Name and Division.
2. Announce the Winner's Name and Division.
3. Announce the Winner's Name and Division.
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5. Announce the Winner's Name and Division.
6. Announce the Winner's Name and Division.
7. Announce the Winner's Name and Division.
8. Announce the Winner's Name and Division.
9. Announce the Winner's Name and Division.
10. Announce the Winner's Name and Division.

**Time Disqualifications**

☐ YES ☐ NO

**Announcements**

1000 place winner: \_\_\_\_\_

5000 place winner: \_\_\_\_\_

1000 place winner: \_\_\_\_\_

The winner of this ( Club/ Area / Division )  
International Speech Contest  
will represent us at the ( Area/ Division / District ) Contest  
at ( location \_\_\_\_\_ ) on (date x \_\_\_\_\_ )

*Are the dates on the District  
Calendar?*

If the winner is unavailable,  
the next highest available contestant will take their place

Thank you to the contest officials, our contestants, and to you,  
our audience.

I declare the contest closed.

*Make sure the "Notification of  
Contest Winners" form  
is filled out correctly, and given to  
the contest chair at the next level*