CONTESTANT, CONTEST TOASTMASTER, SERGEANTS-AT-ARMS, TEST SPEAKER AND HELPERS BRIEFINGS SCRIPT

INSTRUCTIONS TO CONTEST CHAIR

Welcome to the Toastmasters International District 25 Contest Chair briefing script. This is a template for all speech-type briefings. Where items only pertain to a subset of contests, it will be marked by lines and arrows, as below.

↑ This is a sample section.
↓

Prior to your briefings, mark out the sections that do not pertain to the contests at hand.

Additionally, like the contest script, it is highly recommended to print this briefing, punch holes and put in a three-ring binder. This will allow you to keep your place and give you storage for the other forms necessary to be a Contest Chair.

The contests in District 25 are on a rotational basis:

- Changes to Toastmasters rules have caused changes in the rotation of contests and this rotation will be updated at a later date. The International Speech Contest will continue to be held in the Spring every year.
- Until a standard rotation is published by district leadership, the contests will be promulgated annually by the district leadership.

Please arrive at least one hour before your contest begins. You can use the time, before others arrive, to arrange your briefing area, set out forms, provide pens and get organized. Start your briefings on time. Perform the following briefings, with the audiences specified:

1. Helpers Briefing: Registration Chair, Greeters, others as available (Optional Briefing, can be handled via email before the contest)
**CONTESTANT BRIEFING**

2. Contestant Briefing: Contestants, Contest Toastmaster, Sergeant-at-Arms – NO TEST SPEAKER

3. Test Speaker Briefing: Test Speaker, Contest Toastmaster – NO CONTESTANTS

4. Contest Toastmaster Briefing: Contest Toastmaster

Remember, your Contest Chief Judge will need to brief you and your Contest Toastmaster before the contest begins. These are usually very short conversations, lasting 2-3 minutes.

Contest Chair gathers the Contestants and delivers the following Briefing. Contest Toastmaster should be present as should Sergeants-at-Arms. Test Speaker is NOT to be present; Test Speakers are briefed separately by the Contest Chair.

**CONTEST CHAIR**

My name is ______ and I am the Contest Chair for the *(AREA/DIVISION)* Speech Contests.

Thank you for participating in this event and for attending the briefing. The briefing has several purposes, including completing required contest forms, determining the speaking order, and reviewing the rules and procedures for the contest.

Give each contestant copies of the ELIGIBILITY AND ORIGINALITY form and the PROFILE form. Profile form may have been submitted before the contest, but the ELIGIBILITY AND ORIGINALITY form must be completed at the contest.

Also, have numbered slips of paper prepared to draw for speaking order of each contest, one slip for each contestant. Designate someone to draw for contestants who have not yet arrived.

**CONTEST CHAIR**

Next, you will draw for the contest speaking order. _______, you are drawing first. Please select a slip of paper, announce the number you see on it, and write your name and speech title if applicable, on the slip of paper, and hand it to me.

Collect all speaking order slips. Write down the speaking order on the agenda. Have a Sergeant at Arms (or acceptable courier) take the agenda with that information, along with the eligibility forms, immediately to the Chief Judge.
CONTESTANT BRIEFING

CONTEST CHAIR

The following are the rules on eligibility.

To be eligible to compete in any official Toastmasters speech contest, a member must: be a paid member of the club, area, division, and district in which he or she is competing. Also, the club must be in good standing. A new, dual, or reinstated member must have dues and membership application current with World Headquarters. No Toastmaster may compete in multiple Areas, Divisions or Districts for the same type of speech.

↑ For International Speech Contests only.

CONTEST CHAIR

In addition, to be eligible to compete in the International Speech Contest, a member must: have completed six speech projects in the Competent Communication manual or have earned a Certificate of Completion in levels 1 and 2 of any path in the Toastmasters pathways learning experience. However, a charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the area contest. ↓

CONTEST CHAIR

To be eligible to compete in any official Toastmasters speech contest, a member must maintain eligibility at all levels of any contest. If at any level, it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must
CONTESTANT BRIEFING

occur even if the ineligibility is discovered at a later level and has been corrected.
By signing this form, you certify that you have read and understand the rules regarding eligibility.

↑ For Humorous, Tall Tales and International contestants:

CONTEST CHAIR
At the bottom of the form is the originality certification.
According to the Toastmasters International Rulebook:
Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker’s Certification of Eligibility and Originality (Item 1183).
Contestants in these contests will sign this form. Everyone, please pass your signed forms to me.

Collect eligibility forms. Provide eligibility forms to the Chief Judge prior to the beginning of the contest.

Distribute the profile form to all contestants who did not bring theirs already filled out.

CONTEST CHAIR
Next, please complete your profile form if you have not done so already. Include only information about yourself that you will be comfortable speaking about during the contestant interviews to be conducted following the contests.

Collect profile forms. Provide profile forms to Contest Toastmaster. If need be, allow a contestant to complete profile while you are performing other briefings, but do not forget to collect and provide to Contest Toastmaster.

CONTEST CHAIR
We will now review the rules and procedures for this contest. Your speech must comply with ALL current Toastmasters International rules. You should have
CONTESTANT BRIEFING
already reviewed this year’s rulebook. If you do not have one and would like one, please see me after this briefing.

The speaking area for the contest is...

Describe the speaking area. Ideally, walk to the end points of it and point out the boundaries, if there are any boundaries.

CONTEST CHAIR
You are advised to stay within the assigned speaking area for this contest, which has been determined in accordance with the Toastmasters International Rulebook.

Are there any questions regarding the speaking area?

Address any questions. Note: Do not invite objections about the speaking area; this issue can and should be determined prior to the contest.

For Table Topics Contests:

CONTEST CHAIR
Contestants may not use digital or other devices during the contest to gain an unfair advantage.

At the appropriate time in the contest, a designated Sergeant at Arms will escort you to the assigned speaker holding area, which is located: ________.

Describe the Sequestration Room, which should have been determined well in advance.

For Evaluation Contests:

CONTEST CHAIR
Contestants may not use digital or other devices during the contest to gain an unfair advantage.
CONTESTANT BRIEFING

At the appropriate time in the contest, a designated Sergeant at Arms will escort you to the assigned speaker holding area, which is located: ________.

Describe the Sequestration Room, which should have been determined well in advance.

Distribute the Evaluation Form to each evaluation contestant.

CONTEST CHAIR

Per the 2017-2018 Toastmasters International Speech Contest Rulebook, you will be allowed to take notes during the Test Speaker’s speech. All notes will be taken on this Evaluation form, which will also be available to you in the Sequestration Room.

Please write your name at the top of one of these and return to the sergeant-at-arms; sergeants, make sure you can match names with contestants. This sheet will be returned to you before the Test Speaker is introduced. It must remain blank until the contest begins.

This form will be taken up by a sergeant-at-arms after the Test Speaker’s speech and will be returned to you for five minutes in the Sequestration room for you to prepare your evaluation. After five minutes, these will again be taken up and returned to you as you are introduced by the Toastmaster.

Confirm that all contestants’ forms are in the SAA’s possession.
CONTESTANT BRIEFING

CONTEST CHAIR

Each contestant must remove any badge or other items that reveal his or her education level or club affiliation. Please do this now.

Check to make sure contestants are not wearing inappropriate identifying info.

CONTEST CHAIR

We will now review the time limits for the first speech contest, per the rulebook. For the ________ speech competition, a qualifying time is _______. The timers will display a:

Green light at ___________; a yellow light at ___________; And a red light at: ___________. You will be disqualified at: __________.

We will now review the time limits for the second speech contest, per the rulebook. For the ________ speech competition, a qualifying time is _______. The timers will display a:

Green light at ___________; A yellow light at ___________; And a red light at: ___________. You will be disqualified at: __________.

Fill in the blank lines above using the speech presentation time limits:

<table>
<thead>
<tr>
<th>CONTEST</th>
<th>QUALIFY</th>
<th>GREEN</th>
<th>YELLOW</th>
<th>RED</th>
<th>DISQUALIFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Speech</td>
<td>04:30</td>
<td>05:00</td>
<td>06:00</td>
<td>07:00</td>
<td>07:31</td>
</tr>
<tr>
<td>Humorous Speech</td>
<td>04:30</td>
<td>05:00</td>
<td>06:00</td>
<td>07:00</td>
<td>07:31</td>
</tr>
<tr>
<td>Tall Tales</td>
<td>02:30</td>
<td>03:00</td>
<td>04:00</td>
<td>05:00</td>
<td>05:31</td>
</tr>
<tr>
<td>Table Topics</td>
<td>01:00</td>
<td>01:00</td>
<td>01:30</td>
<td>02:00</td>
<td>02:31</td>
</tr>
<tr>
<td>Evaluation</td>
<td>01:30</td>
<td>02:00</td>
<td>02:30</td>
<td>03:00</td>
<td>03:31</td>
</tr>
</tbody>
</table>
CONTESTANT BRIEFING

CONTEST CHAIR

The timers have been instructed that the start time of your speech begins upon your first word or any clearly visible movement indicating you’re starting the speech, whichever occurs first. Timers and timing lights are located ________.

This is all important. Do you have any questions on the timing indicators or about qualifying and disqualifying times?

Answer any questions that contestants have about the lights and time boundaries. Inform the contestants they can see the timing lights demonstrated when they are shown the speaking area.

↑ International, Humorous and Tall Tales Contests

CONTEST CHAIR

Here is how you will be introduced: The Contest Toastmaster will announce your name, followed by your speech’s full title, full title again, and then your name. When you hear your name the second time, that is your cue to begin.

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↑ Table Topics Contests

CONTEST CHAIR

Here is how you will be introduced: The Contest Toastmaster will announce your name, followed by your table topic, table topic again, and then your name. When you hear your name the second time, that is your cue to begin.

↓
CONTESTANT BRIEFING

↑ Evaluation Contests

CONTEST CHAIR
Here is how you will be introduced: The Contest Toastmaster will announce your name, followed by your name again. When you hear your name the second time, that is your cue to begin.

↓

CONTEST CHAIR
At this time, the Contest Toastmaster will verify your speech titles as well as the proper pronunciation of your names.

Contest Toastmaster reviews both speech titles and name pronunciations.

CONTEST CHAIR
Contestants may record or videotape other contestants’ speeches only with the specific permission from the contestant whose speech is to be recorded or videotaped. No flash photography is allowed. Contestants can be disqualified for any of the following four reasons:

1. Contestant is not present when the person conducting the contest is introduced. Please refer to your agenda on when the contest is scheduled to begin.

2. Contestant’s speech is timed as under the qualifying time or over the disqualifying time.

3. Contestant is determined to be ineligible. We have gone over the eligibility requirements earlier in this briefing. If there are further questions, please see me after this briefing and we can review in the rulebook.
4. Contestant’s speech violates contest rules on originality. This requires a consensus of the voting judges.

Only contestants or voting judges may lodge protests with the Chief Judge or with me, the Contest Chair, before the contest winners are announced. Once winners are announced, the results are final. The Chief Judge will resolve protests per the current Toastmasters International Rulebook under the section Protests and Disqualifications. All decisions of the judges are final.

Finally, here are the rules on props. In the one minute of silence before your introduction, set up any props and visual aids. Immediately following your speech, you must remove any props or visual aids from the speaking area, in the one minute of silence. You may enlist someone to help you with this, but it is not the responsibility of the contest chair, sergeant-at-arms or any other contest official to do so. If you are using props, please tell me now. I must see that you can prepare and disassemble all props within one minute.

Review any props and evaluate time to set up and tear down.

That covers the information required for the contestant briefing. There is still time to address any questions. Do any of you have any questions?

Answer any questions the contestants have.

CONTEST CHAIR

Hearing no further questions, this briefing is concluded.
Thank you again for your participation and compete well.

If the briefing has not already visited the Speaking Area and viewed the Timing Lights from the Speaking Area, please do so at this time.
CONTESTANT BRIEFING

CONTESTANT BRIEFING CHECKLIST

☐ Rules on Eligibility, Originality & Signatures
☐ Contestant Profiles
☐ Speaking Order
☐ Speaking Area
☐ Electronic Devices (Table Topics, Evaluation Only)
☐ Evaluation Form (Evaluation Only)
☐ Identification
☐ Timing
☐ Introductions & Verifications
☐ Video Restrictions
☐ Disqualification ☐ Props ☐ Questions?
☐ View Speaking Area & Timing Lights

CONTEST TOASTMASTER BRIEFING

After the contestant briefing, and before the contest begins, conduct the Contest Toastmaster briefing by asking the following questions.

CONTEST CHAIR

Do you have any questions on the pronunciation of dignitary names or about the dignitary introduction procedure?

If yes, review the names and procedure, as necessary, with the Contest Toastmaster. For pronunciation, help may be sought from the Director of the contest. The dignitary introduction procedure can be found in the contest script. The Contest Toastmaster will require the Dignitary’s Sign-In sheet from contest registration. This should only be acquired just before the opening of the contest.

CONTEST CHAIR

Have you recorded the speaking order on your script, so you can announce it to the audience?

If no, review the speaking order with the Contest Toastmaster.
CONTESTANT BRIEFING

CONTEST CHAIR

Are you comfortable with the name pronunciations and speech titles?

If no, review the names and speech titles with the Contest Toastmaster. For pronunciation, help may be sought from the Director of the contest.

CONTEST CHAIR

Do you understand the proper introduction technique?

If no, review the procedure below. This information is also included in the contest script.

<table>
<thead>
<tr>
<th>Contest Type</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>International / Humorous / Tall Tales</td>
<td>Name, Title, Title, Name</td>
</tr>
<tr>
<td>Table Topics</td>
<td>Name, Table Topic, Table Topic, Name</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Name, Name</td>
</tr>
<tr>
<td>Test Speaker</td>
<td>Name, Title, Title, Name</td>
</tr>
</tbody>
</table>

↑ For Table Topics Contest only:

CONTEST CHAIR

You will receive the table topics question just prior to the beginning of the contest. Please keep it private until the end of the contest.↓

CONTEST CHAIR

Do you have the profile forms you need to conduct contestant interviews, and have you prepared your questions for this portion of the contest?

If no, provide completed forms to the Contest Toastmaster at this time.

CONTEST CHAIR

If you are not familiar with the 2018-2019 Announcement of Winners forms, please let me know so that we can find the Chief Judge and review. Your script will assist with handling the announcement of winners. It is best not to attempt an announcement on the fly.
CONTESTANT BRIEFING

As part of the District 25 script you were provided, you will be asking the Contest Chief Judge if the contest may proceed. If the answer is “no” or the Chief Judge is not in the room, you are not to continue the contest. You will need to entertain the audience until the judging staff is prepared to continue. Refrain from making any discussion that might bias or otherwise cause the contest to be unfair. Ad hoc Table Topics with the audience is always possible time filler – though do not ask any contestants to speak.

Your other duties include working with the timers – asking them to time a minute of silence between and before speeches, as well as saying that the judges will have as much time as they need to mark their ballots once the final contestant speaks. With any delay of the contest, as with the clearance of the Chief Judge mentioned a moment ago, it is your responsibility to fill the time until the contest is back on track.

Do you have any questions or concerns?

Thank you for serving as our contest toastmaster!

Deliver Certificate of Appreciation to the Contest Toastmaster.

BRIEFING CHECKLIST
CONTEST TOASTMASTER

☐ Dignitaries ☐ Speaking Order?
☐ Contestant Name Pronunciation
☐ Contestant Speech Titles
☐ Contestant Introduction Technique ☐ Table Topics Question?
CONTESTANT BRIEFING

☐ Contestant Profile Forms
☐ Announcement of Winners
☐ Chief Judge Clearance to Proceed
☐ Time Fillers
☐ Minutes of Silence ☐ Questions? ☐ Certificate of Appreciation

SERGEANTS AT ARMS BRIEFING

After other briefings and before the contest begins, conduct the Sergeants-at-Arms (SAA) briefing. There are three potential types of SAA required, depending on the contest. Make sure you have enough bodies to fill all jobs.

<table>
<thead>
<tr>
<th>International, Humorous, Tall Tales</th>
<th>An Entry SAA per unlocked access to contest room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Topics, Evaluation</td>
<td>An Entry SAA per unlocked access to contest room; One Escort SAA; One Sequestration SAA</td>
</tr>
</tbody>
</table>

To the Entry SAA(s), make the following briefing.

CONTEST CHAIR

Please do not allow entry or departure from the contest room while contestants are speaking.

Decline any requests to handle props for contestants.

Do you have any questions or concerns?

Thank you for volunteering as a sergeant at arms at our contest!

Deliver Certificate of Appreciation to the Entry SAAs.

↑ For Table Topics Contest only, to the Escort and Sequestration SAAs:
CONTESTANT BRIEFING

CONTEST CHAIR

One of you will Escort contestants to and from the Sequestration room. Do not allow contestants to be unmonitored.

One of you will remain in the Sequestration room with contestants. Contestants are to remain in the room until properly escorted back to the contest. Do not allow contestants to be unmonitored.

Do you have any questions or concerns?

Thank you for volunteering as a sergeant at arms at our contest!

Deliver Certificate of Appreciation to the Escort and Sequestration SAAs.

For Evaluation Contest only, to the Escort and Sequestration SAAs:

CONTEST CHAIR

One of you will Escort contestants to the Sequestration room. Do not allow contestants to be unmonitored. After five minutes of notes preparation, you are to collect all contestant Evaluation Forms. You will escort each contestant back to the contest in the speaking order. When you reenter the contest, please hand each contestant back their Evaluation Form. Ensure you can identify which contestant’s notes you collect and return.

One of you will remain in the Sequestration room with contestants. Contestants are to remain in the room until properly escorted back to the contest. Do not allow contestants to be unmonitored. Five minutes are allowed for
CONTESTANT BRIEFING

note preparation. Timing begins when contestants are seated in the Sequestration Room and have their Evaluation Forms in front of them. You are the timer for this period. Assist the other SAA in collecting notes from all contestants at the end of the five minutes.

You are responsible for the contestant’s Evaluation forms, when they are not being used by the contestant.

Do you have any questions or concerns?

Thank you for volunteering as a sergeant-at-arms at our contest!

Deliver Certificate of Appreciation to the Escort and Sequestration SAAs.

SERGEANT-AT-ARMS BRIEFING CHECKLIST

☐ Entry/Departure
☐ Props
☐ Escort (Table Topics and Evaluation Only)

☐ Sequestration (Table Topics and Evaluation Only) ☐ Evaluation Forms (Evaluation Only) ☐ Questions?

☐ Certificate of Appreciation
CONTESTANT BRIEFING

TEST SPEAKER BRIEFING

In a separate area out of the sight and hearing of contestants, conduct the Test Speaker briefing.

CONTEST CHAIR

Please do not talk with anyone who might be a contestant until after the evaluation contest is over.

Do you understand that your speech time is 5-7 minutes and that you will receive the appropriate timing light signals?

Review as necessary the timing qualifications below with the Test Speaker.

<table>
<thead>
<tr>
<th>Test Speech</th>
<th>QUALIFY</th>
<th>GREEN</th>
<th>YELLOW</th>
<th>RED</th>
<th>DISQUALIFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Speech</td>
<td>04:30</td>
<td>05:00</td>
<td>06:00</td>
<td>07:00</td>
<td>07:31</td>
</tr>
</tbody>
</table>

CONTEST CHAIR

You will not receive a manual evaluation on your speech unless you have made a prior arrangement for someone to do this for you. You will not receive any feedback about your speech from the judges.

It is important that your education level and club affiliation are not to be revealed until you are interviewed by the Contest Toastmaster after your speech.

Make sure the test speaker is not wearing a badge, pin or name tag with any of this information.

CONTEST CHAIR

Please complete the profile form and give it to the Contest Toastmaster, if you have not already done so. At that time, you should confirm your speech title and pronunciation of your name.

Thank you for volunteering to speak at our contest!

Deliver Certificate of Appreciation to the Test Speaker.
CONTESTANT BRIEFING

TEST SPEAKER BRIEFING CHECKLIST
☐ Avoid Contestants
☐ Speech Time
☐ No Manual Evaluation
☐ Identification ☐ Profile ☐ Questions?
☐ Certificate of Appreciation

HELPERS BRIEFING
As you or your Director assign helpers other than those listed above, make sure that each helper knows the following:

CONTEST CHAIR
Our purpose at this contest is to be as fair as possible to the contestants and the judges who are critical to the contest. At no time ask participants if they are a judge. If you see a need to help direct participants to their required briefings, make general statements such as: “The Contest Chair’s briefing is in that room and the Chief Judge’s briefing is in this room.” This will help us keep the judges as anonymous as possible. Do you have any questions or concerns? Thank you for volunteering as a helper at our contest!

HELPER BRIEFING CHECKLIST
☐ Fairness, Contestants, Judges ☐ Questions?
☐ Certificate of Appreciation