

District 91

Contest Script Notes

Humorous Speech – “Face to Face” Edition

Version 1.00, August 2020

Conducted by: Contest Chair and Chief Judge

When: During the Contest

The purpose of this document is to outline all of the key points that need to be covered by the Contest Chair and Chief Judge during the contest itself. You may wish to add your own audience warm-ups and flourishes in the introduction but be sure to be clear with all points listed below.

Contest Introduction

[After the handover from President/Acting President (or Director in the higher level contests)]

Contest Chair

- Explain how the contest differs from a regular meeting and the purpose of the contest.
- Explain how speeches are usually evaluated, and how in a contest anonymous judges will be marking the speeches against criteria on voting forms.
- Explain the contest process to the audience.
- Speeches shall be from five to seven minutes:
 - A contestant will be disqualified if the speech lasts for less than four minutes 30 seconds or more than seven minutes 30 seconds;
 - A green signal will be displayed at five minutes and remain displayed for one minute;
 - A yellow signal will be displayed at six minutes and remain displayed for one minute;
 - A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech;
 - There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.;
 - Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience;
 - The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily;
 - Before announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- There will be one minute's silence after each speech for judges to complete their voting.
- After the final speech, there will be silence until all judges have completed and submitted their ballots.
- You will announce each speaker by giving:
 - Their name.
 - Their speech title.
 - Repeating their speech title.
 - Repeating their name.
- Confirm that all contestants have been briefed.
- Introduce the Chief Judge and ask them to confirm that all judges and functionaries have been briefed.
- Announce that the speaking order was drawn earlier and announce the order to the audience.

- [Go slowly and repeat each name twice.]

Introducing a Speaker

Contest Chair

Introduce each speaker using exactly the same format and with the same enthusiasm to ensure fairness to all competitors. The format:

- Our [first, second, third, etc.] speaker is [their name]...
- With a speech entitled [their speech title]...
- With a speech entitled [their speech title]...
- [Their name]

DO NOT make any comments about the speaker as you introduce them.

DO NOT make any comments about the speech or speaker when it concludes.

- Call for one minute silence while the judges complete their marking
- [Timers will indicate when one minute has passed]
- ... Repeat with the next speaker

Contest Conclusion

Contest Chair

- After the final speaker, call for silence for the judges.

When the Chief Judge and Counters leave the room you can break the silence and continue with the programme.

- At this point, there will be some time to fill while the counting takes place. You can use this time to:
 - Thank the contestants
 - Interview the contestants
 - Award Certificates of Participation
 - Club notices
 - Welcoming guests (judges should remain anonymous throughout of course)
 - Table Topics – appoint a Table Topics Master in advance

When the Chief Judge returns to the contest room:

- Confirm that the results are ready
- Handover to the Chief Judge

Announcing the results

Chief Judge

- Announce if there were any disqualifications but DO NOT name the individuals who were disqualified.
- Announce the results in reverse order. Allow suitable time for each contestant to receive applause and build the suspense between each announcement.
 - In third place ...
 - In second place ...

- In first place ...
- Announce the date of the next round of the contest
- Handover to the Contest Chair or President (confirm in advance)

District 91

Contest Script Notes

Table Topics – “Face to Face” Edition

Version 1.00, August 2020

Conducted by: Contest Chair and Chief Judge

When: During the Contest

The purpose of this document is to outline all of the key points that need to be covered by the Contest Chair and Chief Judge during the contest itself. You may wish to add your own audience warm-ups and flourishes in the introduction but be sure to be clear with all points listed below.

Contest Introduction

[After the handover from President/Acting President (or Director in the higher level contests)]

Contest Chair

- Explain how the contest difference from a regular meeting and the purpose of the contest.
- Explain how usually, Table Topics are evaluated, however in a contest anonymous judges will mark the speeches against criteria on voting forms.
- Explain the contest process to the audience:
 - All contestants will be held in a separate room where they will be watched by the Sergeant at Arms;
 - One at a time, the contestants will be brought back to the contest room to face the same contest Table Topic question;
 - After they have given their Table Topic they may remain in the room as part of the audience.
- Speeches shall be from one to two minutes:
 - A contestant will be disqualified if the speech is less than one minute or more than two minutes 30 seconds.
 - A green signal will be displayed at one minute and remain displayed for thirty seconds.
 - A yellow signal will be displayed at one minute 30 seconds and remain displayed for thirty seconds minute.
 - A red signal will be displayed at two minutes and will remain on until the conclusion of the speech.
 - There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
 - Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
 - The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
 - Before announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- There will be one minute's silence after each speech for judges to complete their voting.
- After the final speech, there will be silence until all judges have completed and submitted their ballots.
- You will announce each speaker by giving:
 - Their name.

- The Table Topic question.
- Repeating the Table Topic question.
- Repeating their name.
- Confirm that all contestants have been briefed.
- Introduce the Chief Judge and ask them to confirm that all judges and functionaries have been briefed.
- Announce that the speaking order was drawn earlier and announce the order to the audience.
 - [Go slowly and repeat each name twice.]
- Ask the Sergeant(s) at Arms and all contestants, except the first contestant to head to the holding room. [Wait until the doors are closed and they are out of earshot before moving on].

Introducing a Speaker

Contest Chair

Introduce each speaker using exactly the same format and with the same enthusiasm to ensure fairness to all competitors. The format:

- Our [first, second, third, etc.] speaker is [their name]...
- [The Table Topic question]...
- [The Table Topic question]...
- [Their name]

DO NOT make any comments about the speaker as you introduce them.

DO NOT make any comments about the speech or speaker when it concludes.

- Call for one minute silence while the judges complete their marking.
- [Timers will indicate when one minute has passed].
- ... Repeat with the next speaker.

Contest Conclusion

Contest Chair

- After the final speaker call for silence for the judges.

When the Chief Judge and Counters leave the room you can break the silence and continue with the programme.

- At this point, there will be some time to fill while the counting takes place. You can use this time to:
 - Thank the contestants
 - Interview the contestants
 - Award Certificates of Participation
 - Club notices
 - Welcoming guests (judges should remain anonymous throughout of course)
 - Audience Table Topics – appoint a Table Topics Master in advance

When the Chief Judge returns to the contest room:

- Confirm that the results are ready
- Handover to the Chief Judge

Announcing the results

Chief Judge

- Announce if there were any disqualifications but DO NOT name the individuals who were disqualified.
- Announce the results in reverse order. Allow suitable time for each contestant to receive applause and build the suspense between each announcement:
 - In third place ...
 - In second place ...
 - In first place ...
- Announce the date of the next round of the contest.
- Hand over to the Contest Chair or President (confirm in advance).

District 91

Contest Script Notes

Evaluation Contest – “Face to Face” Edition

Version 1.00, August 2020

Conducted by: Contest Chair and Chief Judge

When: During the Contest

The purpose of this document is to outline all of the key points that need to be covered by the Contest Chair and Chief Judge during the contest itself. You may wish to add your own audience warm-ups and flourishes in the introduction but be sure to be clear with all points listed below.

Contest Introduction

[After the handover from President/Acting President (or Director in the higher level contests)].

Contest Chair

- Explain how the contest difference from a regular meeting and the purpose of the contest.
- Explain how usually, evaluations receive a general evaluation, however in a contest anonymous judges will mark the speeches against criteria on voting forms.
- Explain the contest process to the audience:
 - At the beginning of the contest, there will be a five to seven minute test speech.
 - After its conclusion, all contestants and the Sergeant(s) at Arms will move to a separate room where they will be timed for five minutes to finalise their notes.
 - At the end of the five minutes, all contests will hand their notes to the Sergeant at Arms.
 - Contestants will be brought back to the contest room one after another to give their evaluation. After each evaluation is concluded, the next contestant is brought in.
 - Contestants notes will be returned to them as they are returned to the contest room to use during their evaluation if they wish.
 - After they have given their Evaluation they may remain in the room as part of the audience.
- Speeches shall be from two to three minutes:
 - A contestant will be disqualified if the speech is less than one minutes 30 seconds or more than three minutes 30 seconds.
 - A green signal will be displayed at two minutes and remain displayed for thirty seconds.
 - A yellow signal will be displayed at two minutes 30 seconds and remain displayed for thirty seconds.
 - A red signal will be displayed at three minutes and will remain on until the conclusion of the speech.
 - There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
 - Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
 - The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
 - Before announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.

- There will be one minute's silence after each evaluation for judges to complete their voting.
- After the final speech, there will be silence until all judges have completed and submitted their ballots.
- You will announce each speaker by:
 - Giving their name,
 - Repeating their name.
- Confirm that all contestants have been briefed.
- Introduce the Chief Judge and ask them to confirm that all judges and functionaries have been briefed.
- Announce that the speaking order was drawn earlier and announce the order to the audience.
 - [Go slowly and repeat each name twice]

Introducing a Speaker

Contest Chair

Introduce each speaker using exactly the same format and with the same enthusiasm to ensure fairness to all competitors. The format:

- Our [first, second, third, etc.] speaker is [their name]...
- [Their name].

DO NOT make any comments about the speaker as you introduce them.

DO NOT make any comments about the speech or speaker when it concludes.

- Call for one minute silence while the judges complete their marking.
- [Timers will indicate when one minute has passed].
- ... Repeat with the next speaker.

Contest Conclusion

Contest Chair

- After the final evaluation call for silence for the judges.

When the Chief Judge and Counters leave the room you can break the silence and continue with the programme.

- At this point, there will be some time to fill while the counting takes place. You can use this time to:
 - Thank the contestants,
 - Interview the contestants,
 - Award Certificates of Participation,
 - Club notices,
 - Welcoming guests (judges should remain anonymous throughout of course),
 - Table Topics – appoint a Table Topics Master in advance.

When the Chief Judge returns to the contest room:

- Confirm that the results are ready
- Hand over to the Chief Judge

Announcing the results

Chief Judge

- Announce if there were any disqualifications but DO NOT name the individuals who were disqualified.
- Announce the results in reverse order. Allow suitable time for each contestant to receive applause and build the suspense between each announcement.
 - In third place ...
 - In second place ...
 - In first place ...
- Announce the date of the next round of the contest
- Handover to the Contest Chair or President (confirm in advance)

District 91

Contest Script Notes

International Speech – “Face to Face” Edition

Version 1.00, August 2020

Conducted by: Contest Chair and Chief Judge

When: During the Contest

The purpose of this document is to outline all of the key points that need to be covered by the Contest Chair and Chief Judge during the contest itself. You may wish to add your own audience warm-ups and flourishes in the introduction but be sure to be clear with all points listed below.

Contest Introduction

[After the handover from President/Acting President (or Director in the higher level contests)].

Contest Chair

- Explain how the contest difference from a regular meeting and the purpose of the contest.
- Explain how usually, speeches are evaluated, however in a contest anonymous judges will mark the speeches against criteria on voting forms.
- Explain the contest process to the audience.
- Speeches shall be from five to seven minutes:
 - A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds;
 - A green signal will be displayed at five minutes and remain displayed for one minute;
 - A yellow signal will be displayed at six minutes and remain displayed for one minute;
 - A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech;
 - There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.;
 - Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience;
 - The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily;
 - Before announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- There will be one minute's silence after each speech for judges to complete their voting
- After the final speech, there will be silence until all judges have completed and submitted their ballots.

- You will announce each speaker by:
 - Giving their name,
 - Stating their speech title,
 - Repeating their speech title,
 - Repeating their name.
- Confirm that all contestants have been briefed.
- Introduce the Chief Judge and ask them to confirm that all judges and functionaries have been briefed.
- Announce that the speaking order was drawn earlier and announce the order to the audience;
 - [Go slowly and repeat each name twice].

Introducing a Speaker

Contest Chair

Introduce each speaker using exactly the same format and with the same enthusiasm to ensure fairness to all competitors. The format:

- Our [first, second, third, etc.] speaker is [their name]...
- With a speech entitled [their speech title]...
- With a speech entitled [their speech title]...
- [Their name]

DO NOT make any comments about the speaker as you introduce them.

DO NOT make any comments about the speech or speaker when it concludes.

- Call for one minute silence while the judges complete their marking.
- [Timers will indicate when one minute has passed].
- ... Repeat with the next speaker.

Contest Conclusion

Contest Chair

- After the final speaker call for silence for the judges.

When the Chief Judge and Counters leave the room you can break the silence and continue with the programme.

- At this point, there will be some time to fill while the counting takes place. You can use this time to:
 - Thank the contestants,
 - Interview the contestants,
 - Award Certificates of Participation,
 - Club notices,
 - Welcoming guests (judges should remain anonymous throughout of course),
 - Table Topics – appoint a Table Topics Master in advance.

When the Chief Judge returns to the contest room:

- Confirm that the results are ready
- Handover to the Chief Judge

Announcing the results

Chief Judge

- Announce if there were any disqualifications but DO NOT name the individuals who were disqualified.
- Announce the results in reverse order. Allow suitable time for each contestant to receive applause and build the suspense between each announcement.
 - In third place ...
 - In second place ...
 - In first place ...
- Announce the date of the next round of the contest
- Handover to the Contest Chair or President (confirm in advance)