

District 91

Contest Script Notes

Humorous Speech – Online Edition

Version 1.02, 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 mark the speeches against criteria on voting forms
- Inform audience members that they must have their cameras and microphones off throughout the contest
- 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 the Zoom Master removes all Judges to a breakout room to finalise their marks and submit their Ballots
- Before introducing a speaker, you will check with them that their camera is on and their microphone is enabled by asking them to say "ready". This is not part of the timing of their speech
- 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 [they will enable their camera and microphone to confirm]
- Announce that the speaking order was drawn earlier and announce the order to the audience.
 - [Go slowly and say each name twice. Ideally, your Judges should have already received the speaking order before the start of the contest if the Contestant Briefing was held in advance]

Introducing a Speaker

Contest Chair

Perform the technical check:

- “[Speaker’s name], please ensure that your microphone is on and the Timer’s video is secured on your screen. Let me know when you’re ready”
- [Speaker says “I am ready”]
- “I can see and hear you”

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’s 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 and request that the Zoommaster move the judges to the breakout room.

Contest The Zoom Master will remove the Judges and Ballot Counters to a breakout room to conclude their marking and Ballot sheet submission. When the Zoom Master informs you that everyone has been moved, 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 unseen and unheard 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.
- You may wish to ask the Zoom Master to allow microphones to be unmuted so the Contestants can be applauded
- Announce the results in reverse order. You can use screen sharing to show the certificates on a presentation deck (be sure that the preview of the next slide isn't visible!). 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)

Appendix A: Technical failure of an individual Contestant

If a Contestant suffers a significant technical failure during their speech whereby they cannot be seen or heard, the Chief Judge should pause the contest to allow the speaker a reasonable opportunity to correct the fault. The contest should not move on to the next speaker, or for them to go last while the fault is corrected – the original speaking order must be kept to.

Chief Judge

- [A Contestant suffers a technical failure]
- Chief Judge enables microphone and announces “Contest pause. Timers – pause your stopwatches”
- [Contest Chair or Zoom Master makes contact with the Contestant to see if the fault can be corrected]
- When the fault has been resolved...
- Chief Judge performs the technical check to confirm that the Contestant can see and hear them
- “The technical failure occurred at [describe the point the speech had reached] and you will need to restart your speech from this point. Timers, you shall un-pause your stopwatches when the speaker resumes”
- [Contestant resumes and timers resume timing]

This process should only be employed for significant technical failures – small dropouts in audio or video should not incur a contest pause. Avoid the disruption of a pause if the speech is proceeding in a condition where it can still be Judged.

This process should only be applied a maximum of two times per Contestant. In the event of a third significant technical failure, the Chief Judge should not allow another continuation and ask that the Judges mark on what they saw and heard (if possible).

District 91

Contest Script Notes

Table Topics – Online Edition

Version 1.02, 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 Table Topics are usually evaluated and how, in a contest, anonymous Judges will mark the speeches against criteria on voting forms
- Inform audience members that they must have their cameras and microphones off throughout the contest
- Explain the contest process to the audience:
 - All Contestants will be held in a breakout 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 the Zoom Master removes all Judges to a breakout room to finalise their marks and submit their Ballots
- Before introducing a speaker, you will check with them that their camera is on and their microphone is enabled by asking them to say “ready”. This is not part of the timing of their speech
- 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 [they will enable their camera and microphone to confirm]
- Announce that the speaking order was drawn earlier and announce the order to the audience.
 - [Go slowly and say each name twice. Ideally, your Judges should have already received the speaking order before the contest start if the Contestant Briefing was held in advance]
- Ask the Zoom Master to move the Sergeant(s) at Arms and all Contestants, except the first Contestant to the breakout room. [Wait until they confirm this has happened before moving on]

Introducing a Speaker

Contest Chair

Perform the technical check:

- “[Speaker’s name], please ensure that your microphone is on and the Timer’s video is secured on your screen. Let me know when you’re ready”
- [Speaker says “I am ready”]
- “I can see and hear you”

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’s 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 and request that the Zoommaster move the judges to the breakout room.

The Zoom Master will remove the Judges and Counters to a breakout room to conclude their marking and Ballot submission. When the Zoom Master informs you that everyone has been moved, 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 unseen and unheard 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
- 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
- You may wish to ask the Zoom Master to allow microphones to be unmuted so the Contestants can be applauded
- Announce the results in reverse order. You can use screen sharing to show the certificates on a presentation deck (be sure that the preview of the next slide isn't visible!). 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)

Appendix A: Technical failure of an individual Contestant

Note that the mid-speech individual technical failure process described in the sections for other contests in this document cannot apply to Table Topics. Once the Table Topic has been given to a Contestant there can be no pausing of the contest if they suffer a significant technical issue. To do so would inevitably give that Contestant more time to think on the Table Topic question and spoil the game.

District 91

Contest Script Notes

Evaluation Contest – Online Edition

Version 1.02, 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
- Inform audience members that they must have their cameras and microphones off throughout the contest
- 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 be removed to a breakout room where they will be timed for five minutes to finalise their notes
 - At the end of the five minutes, all Contestants will put aside their notes from view
 - 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
 - If they wish, Contestants may retrieve their notes when they return to the contest room to deliver their evaluation
 - 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 minute 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 evaluation, there will be silence until the Zoom Master removes all Judges to a breakout room to finalise their marks and submit their Ballots
- Before introducing a Contestant, you will check with them that their camera is on and their microphone is enabled by asking them to say "ready". This is not part of the timing of their speech.
- 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 [they will enable their camera and microphone to confirm]
- Announce that the speaking order was drawn earlier and announce the order to the audience
 - [Go slowly and say each name twice. Ideally, your Judges should have already received the speaking order before the contest start if the Contestant Briefing was held in advance]

Introducing a Speaker

Contest Chair

Perform the technical check:

- "[Speaker's name], please ensure that your microphone is on and the Timer's video is secured on your screen. Let me know when you're ready"
- [Speaker says "I am ready"]
- "I can see and hear you"

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's 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 and request that the Zoommaster move the judges to the breakout room.

The Zoom Master will remove the Judges and Counters to a breakout room to conclude their marking and Ballot submission. When the Zoom Master informs you that everyone has been moved, you can continue with the contest.

- 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 unseen and unheard 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
- You may wish to ask the Zoom Master to allow microphones to be unmuted so the Contestants can be applauded
- Announce the results in reverse order. You can use screen sharing to show the certificates on a presentation deck (be sure that the preview of the next slide isn't visible!). 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)

Appendix A: Technical failure of an individual Contestant

If a Contestant suffers a significant technical failure during their speech whereby they cannot be seen or heard, the Chief Judge should pause the contest to allow the speaker a reasonable opportunity to correct the fault. The contest should not move on to the next speaker, and the speaker is not allowed to go last while the fault is corrected – the original speaking order must be kept to.

Chief Judge

- [A Contestant suffers a technical failure]
- Chief Judge enables microphone and announces “Contest pause. Timers – pause your stopwatches”
- [Contest Chair or Zoom Master makes contact with the Contestant to see if the fault can be corrected]
- When the fault has been resolved...
- Chief Judge performs the technical check to confirm that the Contestant can see and hear them
- “The technical failure occurred at [describe the point the speech had reached] and you will need to restart your speech from this point. Timers, you shall unpauses your stopwatches when the speaker resumes”
- [Contestant resumes and timers resume timing]

This process should only be employed for significant technical failures – small dropouts in audio or video should not incur a contest pause. Avoid the disruption of a pause if the evaluation is proceeding in a condition where it can still be Judged.

This process should only be applied a maximum of two times per Contestant. In the event of a third significant technical failure, the Chief Judge should not allow another continuation and ask that the Judges mark on what they saw and heard (if possible).

District 91

Contest Script Notes

International Speech – Online Edition

Version 1.02, 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 mark the speeches against criteria on voting forms
- Inform audience members that they must have their cameras and microphones off throughout the contest
- 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 the Zoom Master removes all Judges to a breakout room to finalise their marks and submit their Ballots
- Before introducing a speaker, you will check with them that their camera is on and their microphone is enabled by asking them to say "ready". This is not part of the timing of their speech

- 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 [they will enable their camera and microphone to confirm]
- Announce that the speaking order was drawn earlier and announce the order to the audience;
 - [Go slowly and say each name twice. Ideally, your Judges should have already received the speaking order before the contest start if the Contestant Briefing was held in advance]

Introducing a Speaker

Contest Chair

Perform the technical check:

- “[Speaker’s name], please ensure that your microphone is on and the Timer’s video is secured on your screen. Let me know when you’re ready”
- [Speaker says “I am ready”]
- “I can see and hear you”

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 and request that the Zoommaster move the judges to the breakout room.

The Zoom Master will remove the Judges and Counters to a breakout room to conclude their marking and Ballot submission. When the Zoom Master informs that everyone has been moved, 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 unseen and unheard 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
- You may wish to ask the Zoom Master to allow microphones to be unmuted so the Contestants can be applauded
- Announce the results in reverse order. You can use screen sharing to show the certificates on a presentation deck (be sure that the preview of the next slide isn't visible!). 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)

Appendix A: Technical failure of an individual Contestant

If a Contestant suffers a significant technical failure during their speech whereby they cannot be seen or heard, the Chief Judge should pause the contest to allow the speaker a reasonable opportunity to correct the fault. The contest should not move on to the next speaker, or for them to go last while the fault is corrected – the original speaking order must be kept to.

Chief Judge

- [A Contestant suffers a technical failure]
- Chief Judge enables microphone and announces “Contest pause. Timers – pause your stopwatches”
- [Contest Chair or Zoom Master makes contact with the Contestant to see if the fault can be corrected]
- When the fault has been resolved...
- Chief Judge performs the technical check to confirm that the Contestant can see and hear them
- “The technical failure occurred at [describe the point the speech had reached] and you will need to restart your speech from this point. Timers, you shall unpauses your stopwatches when the speaker resumes”
- [Contestant resumes and timers resume timing]

This process should only be employed for significant technical failures – small dropouts in audio or video should not incur a contest pause. Avoid the disruption of a pause if the speech is proceeding in a condition where it can still be Judged.

This process should only be applied a maximum of two times per Contestant. In the event of a third significant technical failure, the Chief Judge should not allow another continuation and ask that the Judges mark on what they saw and heard (if possible).