



TOASTMASTERS INTERNATIONAL DISTRICT 69

INTERNATIONAL CONTESTANT BRIEFING SCRIPT

Check that as Contest Toastmaster, you have:

- Names of International Contest contestants
- Numbered cards for drawing speaking order
- A certificate of participation for all contestants to be signed by you and presented to contestants at the conclusion of the contest
- A “ready chair” in position close to the speaking area. This is where you will be seated while each contestant speaks

Briefing of Contestants

Brief the contestants from within the speaking area (if possible) and answer any questions they may have.

- Verify the presence of all contestants and pronunciation of their names
- If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant
- If the primary contestant is not present when you as Contest Toastmaster are introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before you as Contest Toastmaster are introduced to conduct the contest, they may be permitted to compete, provided that they report to you as Contest Toastmaster on arrival with the required paperwork in good order and waive the opportunity of a briefing
- Draw for speaking order. Write it down in your Contest Toastmaster script. Give this information to Chief Judge as soon as possible for the Judges to be informed of the speaking order
- Ask Contestants for the title of their speech and add to the Contest Toastmaster Script
- Review the speech contest rules as listed on the *Speaker's Certification of Eligibility and Originality*. Collect signed forms from each contestant and give to Chief Judge
- Define the speaking area to contestants. Contestants may speak from anywhere within the speaking area
- Demonstrate the timing device that displays green, amber and red colour. It must be in full view of each contestant, but not obvious to the audience
- Review timing protocol – green light at 5 minutes, amber at 6 minutes and red at 7 minutes
- Contestants will be disqualified if they speak for less than 4 minutes 30 seconds or more than 7 minutes 30 seconds, no signal will be given of an overtime period
- Timing will begin with the first definite verbal or non-verbal communication with the audience
- Any visually-impaired contestant is permitted to request, and must be granted a form of timing of their own choosing, (e.g. bell or similar) and must provide same
- Request the contestants remove any identifying badges
- The Contest SAA should be at the briefing to note possible props and lectern position for each



Contestant, and available to mike them up if microphone is used. Contestants are allowed to test out microphones during this briefing.

- Contestants may protest on the basis of eligibility and originality to either the Chief Judge or the Contest Chair, or you as Contest Toastmaster prior to the announcement of the place-getters, usually while the ballots are being counted
- You, as Contest Toastmaster will inform the Chief Judge immediately if a protest has been lodged
- A contestant shall have the opportunity to respond to the Judges if their speech has been protested against on the basis of originality
- Collect *Speech Contestant Profile* from each of the contestants. This information can be used in the contestant interviews at the end of the contest

Explain the contest procedure:

- Contestants are permitted to remain in the same room throughout the duration of the contest
- Contestants should move to the microphone area (if applicable) to enable microphone to be fitted prior to their place in the draw
- Each contestant will be introduced by announcing the contestant's name – speech title – speech title - the contestant's name
- The contestant should then be in position to begin their speech five to seven minute speech
- There will be one minute silence between speakers for judges to mark their ballots
- On completion the next contestant is introduced and the procedure is repeated
- After the contest is finished all contestants will come back on stage at the same time, in speaking order to be interviewed
- Contestants will be given their certificate of participation
- Place getters will be announced in reverse order ie third place, second place, first place