

District 8 Recommended Fall Contest Script

Contest Documents:

___ Speech Contest Manual	___ Contest Rulebook	___ Judges Certification Forms
___ Certificates of Eligibility (Speaker)		
___ Biographical Info Sheets	___ Counter Tally Sheets	___ Timing Record Sheets
___ Humorous Speech Ballots	___ Table Topics Ballots	___ Tiebreaking Humorous Ballot
___ Tiebreaking Table Topics Ballot	___ Speech Participation Certificates	___ Notification of Contest Winners
___ 1 st , 2 nd , 3 rd Place Table Topics certificate	___ 1 st , 2 nd , 3 rd Place Humorous Speech Certificates	

Note: All Contest forms can be located on the District 8 website.

Before the Contest

Contest Chairman ensures the following:

- Trophies, Club Banner and the American Flag are displayed
- Certificates of Participation are in order
- Gavel and program notes are at the lectern
- Programs are distributed: The Contest Chairman is responsible for them. Do not list your judges or the home club of the contestants.

Chief Judge briefs the following:

- **Judges:** Hands out the Judges Certification Form. Each judge must sign & return. Hand out judging sheets. Be sure to use first and last names on the bottom of the sheet. Reviewing judging criteria and protest handling. Remember no ties. Judges should print and sign their name legibly on their judging sheets. (Failure to do so could result in the ballot being disqualified for counting)
- **Tiebreaking Judge:** Establish who is the tiebreaking judge
- **Timers:** Hand out two timing mechanisms, cards/lights, and 2 time record sheets (*1 for each contest*).
- **Sergeant at Arms:** Establish who will open the meeting and who will escort the contestants
- **Ballot Counters:** Hand out tally sheets
- Ensures that he/she has First, Second and Third Place certificates for each contest
- Collects speaker certification sheets, reviews and gives to Contest Master

Contest Master briefs the following:

- **Contestants:** Contest Master determines the speech order. Collects certification, biographical sheets. Review speech criteria. Be sure they can properly pronounce each Contestant's name and their speech titles. Ensure names are spelled correctly on the program.
- Cover the physical area the Contestants can speak from.
- Review and practice use of microphone (*if applicable*).

The Contest

- Sergeant at Arms opens meeting and introduces the Invocator (SAA may perform the Invocation)
- Invocator states invocation and leads the Pledge of Allegiance (*Only if there is a flag in the room*). Invocator turns contest back to the Sergeant at Arms.
- Sergeant at Arms introduces Area Director/Division Director
- Area Director/ Division Director introduces Contest Chairman
- Contest Master asks that all beepers and cell phones are turned off. No photographs.

Table Topics Contest

- Contest Master states contestants were briefed
- Contest Master asks the Chief Judge if the judges have been briefed
- Contest Master asks the timer to read the timing on the Table Topics contest
- Contest Master SLOWLY announces order of speakers

- Contest Master asks the Sergeant at Arms to escort the contestants out of the room except for the first contestant. *(The other Sergeant at Arms should remain in the room.)*
- Contest Master announces the contestant's in order.
 - Announces the Contestant's Name, Contestant's Name.
 - Reads the Table Topics question. *(Be sure the Table Topics question is worded exactly the same for each Contestant.)*
 - After the speech, the Contest Master asks for 1 minute of silence.
 - Sergeant at Arms cues the next contestant.
 - Repeat for all speakers.
- Contest Master asks the Sergeant at Arms to bring in the next contestant. Same order is followed until all Contestants are finished.
- Contest Master asks that the judges raise their hands once ballots are completed. Ballot Counters collect ballots. *(Only the bottom portion of the form will be collected.)*
- After all ballots are collected, the Ballot Counters and the Chief Judge leave the room
- Contest Master may call for a break only after the Chief Judge and Ballot Counters have left the room. Ask the timers to time the break.

(Break)

Humorous Speech Contest

- Contest Master asks the Chief Judge if the Judges have been briefed
- Contest Master asks the timer to read the timing on the Humorous Speech contest
- Contest Master SLOWLY announces order of speakers
- Contest Master announces the contestant's in order.
 - Announces the Contestant's Name, Speech Title, Speech Title and Contestant's Name.
 - After the speech, the Contest Master asks for 1 minute of silence.
 - Repeat for all speakers.
- Contest Master asks that the judges raise their hands once ballots are completed. Ballot Counters collects ballots. *(Only the bottom portion of the form will be collected.)*
- After all ballots are collected, the Ballot Counters and the Chief Judge leave the room
- Contest Master interviews all contestants. Asks the timer for 1 minute for each interview. Be sure to mention the Contestant's home club. Present all contestants their Certificate of Participation.
- Contest Master returns control of the contest to the Area
- Area Director / Division Director presents Certificates of Appreciation to:

__ Contest Chairman	__ Contest Master	__ Chief Judge	__ Invocator
__ Sergeant at Arms	__ Timers	__ Ballot Counters	__ Registrar <i>(if applicable)</i>
- Contest Chairman gives Certificates of Appreciation to Chief Judge who presents privately to:
 - __ Judges
- Announcements: Include when the Division Contest and/or District Conference will be held
- Area Director / Division Director reads off winners starting with the lowest place first. First present Table Topics and then Humorous Speech.

Note: With five or more contestants, you announce first, second and third place contestants. With four or less, you announce only the first and second place contestants.
- Area Director / Division Director asks the winners to see the Chief Judge immediately following to fill out notification paperwork.
- Area Director / Division Director recognizes dignitaries present at the contest
- Area Director / Division Director calls for announcements
- Area Director / Division Director closes the contest.
- Photographs are taken after contest.