

# District 8 Recommended Spring Contest Script

## Contest Documents

<input type="checkbox"/> Speech Contest Rulebook	<input type="checkbox"/> Certificates of Eligibility (speaker)	<input type="checkbox"/> Judges Certification Forms
<input type="checkbox"/> Speech Contestant Profile	<input type="checkbox"/> Counter Tally Sheets	<input type="checkbox"/> Timing Record Sheets
<input type="checkbox"/> Intl Speech Judge Ballots	<input type="checkbox"/> Intl Tiebreaking Speech Ballot	<input type="checkbox"/> Notification of Contest Winners
<input type="checkbox"/> Evaluation Speech Judge Ballot	<input type="checkbox"/> Evaluation Contestant Notes	
<input type="checkbox"/> Evaluation Speech Judges Tiebreaking Ballot		<input type="checkbox"/> Speech Participation Certificates
<input type="checkbox"/> 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Place Evaluation	<input type="checkbox"/> 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Place International Speech	

*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.
- **Timers:** Hand out two timing mechanisms, cards/lights, and 2 time record sheets (*1 for each contest*).
- **Ballot Counters:** Hand out tally sheets
- **Tiebreaking Judge:** Establish who the tiebreaking judge is. Does not attend the briefing.
- Ensures that he has First, Second and Third Place Certificates

### **Contest Master briefs the following:**

- **Contestants:** Contest Master determines the speech order. Collects certification of eligibility, Contestant Profile. 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*).
- **Sergeant at Arms:** Establish who will open the meeting and who will escort the contestants
- Patter Speaker: Be sure to know their speech title have their bio info for the interview

## The Contest

- Sergeant at Arms opens meeting and introduces the Invocator. (SAA may be the invocator)
- 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 Master
- Contest Master asks that all beepers and cell phones are turned off. No photographs.

## Evaluation 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 Evaluation contest
- Contest Master SLOWLY announces order of speakers
- Contest Master introduces the Pattern Speaker

- Contest Master asks the Sergeant at Arms to escort the contestants out of the room. (*The other Sergeant at Arms should remain in the room.*)
- Contest Master asks for 5 minutes
- Contest Master interviews the Pattern Speaker and presents them the certificate
- Contest Master announces the contestant's in order
  - Announces the Contestant's name twice
  - After the evaluation, the Contest Master asks for 1 minute of silence.
  - Sergeant at Arms cues the next contestant
- 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. Note: No one minute of silence is announced. 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)

### **International 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 International 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. Note: No one minute of silence is announced. 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 Governor
- Area Director / Division Director presents Certificates of Appreciation Participation to:
 

___ Contest Chairman	___ Contest Master	___ Chief Judge	___ Invocator
___ Sergeant at Arms	___ Timers	___ Ballot Counters	___ Contest Chairman gives

Certificates of Participation Chief Judge who presents privately to:

\_\_\_ Judges
- Announcements: Include when the Division Contest and/or District Conference will be held
- Area Director / Division Director recognizes all current district officers present
- Area Director / Division Director reads off winners starting with the lowest place first. First present Evaluation then International.
 

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 closes the contest
- Photographs are taken after contest