

TOASTMASTERS INTERNATIONAL SPEECH CONTEST AGENDA

[Club/Area/Division/District] International Speech Contest

Date: [Insert Date]

Time: [Insert Start Time] – [Insert End Time]

Location: [Insert Venue or Online Platform]

Agenda

1. Call to Order

Time: [Insert Time]

Role: Sergeant at Arms

- Pledge of Allegiance
 - Invocation
 - Toastmasters Mission Statement
 - Introduction of Contest Chair
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2. Welcome and Opening Remarks

Time: [Insert Time]

Role: Contest Chair

- Welcome the audience and contestants.
 - Share a brief story or remarks about public speaking.
 - Announce contest purpose and rules.
 - Remind the audience to silence phones, refrain from leaving or entering during speeches, and avoid flash photography.
 - Introduce the Chief Judge.
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3. Contest Begins

Time: [Insert Time]

Role: Contest Master

- Introduce contestants in speaking order:

- **Contestant #1:** [Name, Speech Title]
 - **Contestant #2:** [Name, Speech Title]
 - **Contestant #3:** [Name, Speech Title]
 - [Continue as necessary.]
 - One minute of silence between each contestant for judges to mark ballots.
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4. Ballot Collection and Tabulation

Time: [Insert Time]

Role: Contest Master

- Direct judges to sign and submit ballots discreetly.
 - Counters collect ballots.
 - Chief Judge collects Time Record Sheet from Timer.
 - Chief Judge and Counters adjourn to the tabulation room.
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5. Contestant Interviews

Time: [Insert Time]

Role: Contest Master

- Invite contestants to the stage in the order of appearance.
 - Conduct brief interviews with each contestant, using light, engaging questions.
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6. Announcements and Comments (Optional)

Time: [Insert Time]

Role: Contest Master

- Invite District Officers to share updates or announcements.
 - Invite the Presiding Officer to comment or address club business (if applicable).
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7. Presentation of Awards

Time: [Insert Time]

Role: Contest Master and Club Presiding Officer

- Announce winners:
 - Second Place Winner: [Name]
 - First Place Winner: [Name]
 - Present trophies and certificates.
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8. Closing Remarks and Adjournment

Time: [Insert Time]

Role: Presiding Officer

- Present Certificates of Appreciation to functionaries:
 - Contest Master
 - Contest Chair and Planning Committee
 - Thank guests and contestants.
 - Share details of the next level of competition:
 - Area Contest: [Date, Time, Location]
 - Division Contest: [Date, Time, Location]
 - District Contest: [Date, Time, Location]
 - Adjourn the meeting.
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Notes for Functionaries:

- Ensure smooth transitions between segments.
- Adhere to timing guidelines for each part of the agenda.
- Maintain a professional and encouraging tone throughout the event.