

(Please note that this script is just a guideline for the things to be mentioned during the contestant briefing. Please check the official Contest Rulebook for more details.)

Ladies and Gentlemen, (Good Morning/ Good Afternoon) I am ●● and I'm the Chief Judge for this contest. I would like to thank all of you for coming and helping out in this contest. I greatly appreciate all your efforts in making this contest an excellent one.

Now first off I would like to do a role call. As I call your names please say "here." I will then pass to needed forms to you.

(Note: The Tie-breaking judge does not participate in the briefing. The Chief Judge hands over the tie-breaking judge form to the tie-breaking judge secretly, briefs the tie breaking judge separately as need, and collects the form directly. The Chief Judge is the only person who knows who the Tie-breaking Judge is. Also please see the Contest Rulebook for details.)

Judges

TM○○ (Pass the Judges form and Judging criteria)

TM○○

...etc.

Timers, TM○○, TM○○ (pass the timer form)

Here is the stopwatch (pass the stopwatch to one of the TM) Vote

Counters, TM○○, TM○○, TM○○ (pass the vote counting sheet)

The contest is conducted by the Toastmasters International Speech Contest Rulebooks, year 20○○. I hope you all have had time to review the rules and judging criteria beforehand. In any case, I will briefly go over the Judging criteria, then timing, vote collection and lastly the secrecy regulations. If you have any questions please feel free to interrupt at any time.

At first I would like to explain an important change in the Contest Rulebook.

Contestant may not use digital device or other devices during the contest to gain an unfair advantage.

To determine "what the digital device is" is difficult. We, contest officials, expect you act with prudence during the contest.

Then, I would like to explain the judging criteria.

The total suggested point value for judging is 100 pts. 40% is given to Analytical Quality, 30% to Recommendations, 15% to Technique and 15% to Summation. Each section is broken down even further. Please see the explanation for the criteria on the back of the page. (Read out loud each section, and allow a few seconds for

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questions after finishing each part.)

Next is the speaking area. The speaking area is ... (you show it by hands)
Even if a contestant goes out of the speaking area, he or she won't be disqualified.
However, it may become the cause of deduction.

Another important part is the judging ethics. They are as follows (read the ethics section out loud.)

Please keep in mind that you are not to let contestants' past accomplishments, past speeches, or even current membership in a certain club influence your judgment. Don't let speech order affect your judging, either. It is a common unconscious habit for people to use the first speaker as a basis to judge the other speakers, and also to judge the last speaker more favorable than others.

Please ensure to the best of your ability that even speech order doesn't affect you to judge each individual speech fairly.

During the one minute silence you will need to start assigning points for each category in the judging sheet. It is recommended to take notes while listening to each speech as this will give a handy reference when you need to mark your ballots. At the end assign 1st, 2nd, and 3rd place. Please write the full name of each speaker and do not write more than one name for each place. Further you need to write a full name for each place. Leaving one place blank for any reason will make your vote invalid. Finally please sign the ballot. An unsigned ballot will also be invalid so please sign it now. Also please tear off the bottom portion of the ballot from the rest of the judging sheet.

Do you have any questions? (Please wait a few seconds. If there are none, move on.)

Next are the timing rules.

First off please determine who will handle the stopwatch and who will do handle the green, yellow, red signals.

The test speech needs to be more than 4 minutes and 30 seconds and less than 7 minutes and 30seconds. Timers, please count the test speaker's speech. The green signal is to be shown at 5 minutes. The yellow signal is at 6 minutes. And, the red is at 7 minutes. When the speaker goes over 7 minutes and 30 seconds the red signal is to remain visible until the speech ends.

The speech time for the evaluation speech is from 2 minutes to 3 minutes.

If a contestant speaks less than 1 minute and 30 seconds or more than 3 minutes and 30 seconds, he or she will be disqualified. The speech starts when either the speaker makes the first clear communication to the audience. This could either be in words or with some clear gestures.

- a. Green signal is shown at 2 minutes and kept shown for 30 seconds.
- b. Yellow signal is shown at 2 minutes and 30 seconds and kept shown for 30 seconds.
- c. Red signal is shown at 3 minutes and kept shown until the speaker finishes.

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When the speaker goes over 3 minutes and 30 seconds the red signal is to remain visible until the speech ends.

The signals need to be visible to the speakers. You do not need to show them to the audience or the judges. Also as I said before, for the judging there needs to be one minute of silence after each speech. Please signal to the (MC/Contest Chair) after each minute is completed

After all contestants finish, there will be additional time for tallying up the points.

Contest Chair asks audiences to keep silent until all Vote Counters have collected the ballot sheets from Judges.

After all the times have been recorded, please clearly indicate on the timing sheet if there have been any disqualifications with regards to time. Then, pass the form to Chief Judge.

Do you have any questions? (Please wait for a while. If there is none, move on.)

Next I will go over a part for the Vote Counters.

After the last speaker, the Judges should have completed their sheets. You are to collect the ballot sheets at this point as discreetly as possible. After you collected the ballots please go (mention the location) and tally up the votes. I will do a final check. Vote Counters, will you now please decide for which judges you will collect the ballots?

Lastly, if any judges have any concerns about the originality of the speech, please be sure to bring this up to me or the Contest Chair after the speech has been completed.

If necessary the issue will be discreetly discussed by the judges separately. Also if for some reason the announcement of the winners is incorrect, Timers or Vote Counters please bring this to Chief Judge and/or Contest Chair immediately.

After the announcement of results is made, no changes can be made.

In addition, all Judges, Timers and Vote Counters are prohibited from disclosing any information on the contest results, timing, or each speaker's record of points after the contest has completed.

Do you have any question? (Wait for a while. If there is none, move on.)

Thank you for listening and let's have a great contest.