

DISTRICT 120 – Contest Chair Script (flow)

2021 – 22

Prepared By	Date	Version
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Contest Chair script at the contest

[All instructions in light colour and within brackets – Please DON'T read them]

[Sergeant-at-Arms hands over the virtual stage and introduces the Contest Chair]

Thank you Sergeant-at-Arms _____ [Name] for setting the rules. Welcome to the <<contest name>> Contest.

[If the contest is happening online, Contest Chair needs to read the online speech contest statement at the start of the contest as mentioned below]

Online speech contest statement

By attending this remote Club, Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

[Contest Chair can choose to give additional opening remarks which is purely at the discretion of the Contest Chair and Contest Management team to adhere to the timing allocated to Contest Chair on the virtual stage]

[Contest Chair introduces the Contest Master and hands over the virtual stage for the respective contest]

[During the contest, Contest Chair has to be extra attentive to guide role players, attend to any difficulties faced by any role players or contestants, handle protests if any which arises etc.]

[Once the respective Contest Master ends the contest, he/she hands over the virtual stage back to Contest Chair]

Thanks to the Contest Master [Name] _____ for effectively conducting the contest. With this, we come to the end of <<contest name>> and hereby, **I officially adjourn the <<contest name>> contest.**

[**Note:** After this adjournment, no protests should be entertained. After each contest, it is **the Contest Chair's responsibility** to adjourn the contest.]

[Before the end of the event, announce the winners of the contest with the results provided by the Chief Judge in the Results form. Time disqualification status has to be read out first without announcing any names. Winners will be announced in the reverse order. Do not ask questions to the audience.]

[Deliver vote of thanks (if there is a Co-Chair role – he/she can take that responsibility).]

References (to be placed handy during the contest):

- **Contest Rule book (2021-2022):** <https://toastmasterscdn.azureedge.net/medias/files/department-documents/speech-contests-documents/1171-speech-contest-rulebook-2021-2022/1171-speech-contest-rulebook-2021-2022.pdf>
- **Contest Chair Checklist:** Refer to Page# 21, 22, 23 in the Speech Contest Rule book
- **Rule book changes (in comparison with 2020-2021):**
<https://toastmasterscdn.azureedge.net/medias/files/department-documents/speech-contests-documents/637-speech-contest-rulebook-explanation-of-changes.pdf>
- **Addendum shared by our District 120**
- **Online Speech Contest Best Practices:** <https://toastmasterscdn.azureedge.net/medias/files/department-documents/speech-contests-documents/best-practices-for-online-speech-contests.pdf>