



(Please note that this script is just a guideline for 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 contest chair for this contest. I would like to thank all of you for coming, and I greatly appreciate all your efforts in making this contest excellent.

Now first of all I would like to check attendance. As I call your names, please say "here." If I make any mistakes in the pronunciation of your names, please correct me.

1. TM ()
2. TM ()
3. TM ()
4. TM ()
5. TM ()
6. TM ()
7. TM ()
8. TM ()

I would like to check each title of your speech. If any corrections are needed, please let me know. If no corrections, please hand your Eligibility and Originality form to me. If you have not yet filled in the form completely, please do so and give it to me after I have confirmed your name and your speech title

(Write down the names and speech titles in the parenthesis, if necessary.)

1. TM () Speech Title ()
2. TM () Speech Title ()
3. TM () Speech Title ()
4. TM () Speech Title ()
5. TM () Speech Title ()
6. TM () Speech Title ()
7. TM () Speech Title ()
8. TM () Speech Title ()

(If there are any mistakes or information missing please correct them immediately.)

(If a speaker is late)

Currently, TM⁰⁰ has not arrived at the briefing. In case (he/she) doesn't show up, (his/her) replacement TM⁰⁰ is free to attend the briefing. In addition, for some reasons TM⁰⁰ doesn't show up before the contest starts, (he/she) will be disqualified and (his/her) replacement TM⁰⁰ will participate in the contest.

I am going to explain each rule. If you have any questions please feel free to interrupt at any time. The speech contest is conducted under the Toastmaster International Speech Contest Rulebook Year 20⁰⁰.

All speeches must be substantially original, but 25 percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation. Any of you notice another speaker has presented unoriginal material or uses quotation without mention, please let either me or the Chief Judge know after the speaker has finished.

All contestants must be members in good standing. This means that the members paid their dues, and the dues have already sent to Toastmasters International. If Toastmasters International has not received dues before this contest (and at any previous level contest before this one) a contestant will be immediately disqualified.

All contestants must have completed the first 6 speeches in the competent communication manual. However, a charter member of a club chartered less than one year (after July 1st of this term) before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the area contest

Next are timing rules.

The speech shall be from five to seven minutes. A contestant will be disqualified if the speech is less than 4 minutes 30 seconds or more than 7 minutes 30 seconds. The speech begins with the contestant's first definite verbal or nonverbal communication with the audience. This would include either the first word uttered by the contestant or any other communication such as some clear gestures or sound effects.

The green signal will to be shown at 5 minutes. The yellow signal will be at 6 minutes. The red will be at seven minutes. Even if the contestant exceeds 7 minutes and 30 seconds, the red signal will remain visible until the speech ends.

After each speech there will be one minute of silence. During this time, the next speaker waits in the stage wing or at an allotted area.

Upon being introduced, please proceed immediately to the speaking position. The microphone will be handed by Contest SAA if you need.

Next we will determine the speaking order.

(You can use any method to determine the order, such as small pieces of folded paper, cards and so on.)

(Finally check the speaking order is correct.)

Next I will explain the speaking area

(The speaking area will vary depending on the venue. You need to discuss it with other Contest Officials before the briefing.)

The timers will be located here. (Point to the location)

The (lectern/podium) is initially located here. (Point to the location)

If you have any preference for the location of the (lectern/podium), or if you need a whiteboard or other equipment, please let me and Contest SAA know. (Contest chair should have already asked about the need of the whiteboard, lectern/podium, and so on in advance. This is just a check to see if there are last-minute changes or mistakes.)

Now let's check the microphone. (Allow each contestant to test either hand or pin mikes)

Do you have any questions? (Please wait for a few seconds, if there are no questions, finish the contestant's briefing.)

Thank you for listening and let's enjoy a contest.