

The LGET's Suggested Spring Contest Script

In your packet, you should have the following:

__ 1 Speech Contest Rulebook	__ 15 Certificates of Eligibility	__ 2 Notification of Contest Winners
__ 15 Biographical Info Sheets	__ 2 Counter Tally Sheets	__ 2 Timing Record Sheets
__ 7 International Speech Ballots	__ 7 Evaluation Ballots	__ 1 Tiebreaking Inter. Speech Ballot
__ 1 Tiebreaking Evaluation Ballot	__ 15 Speech Participation Certificates	__ 20 Certificates of Appreciation
__ 1 st , 2 nd , 3 rd Place Evaluation	__ 1 st , 2 nd , 3 rd Place International Speech	

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: 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 is the tiebreaking judge (*can be Chief Judge*). 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, biographical sheets. 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.
- 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 Governor
- Governor 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
- Governor recognizes all current district officers present
- Governor presents Certificates of Appreciation to:

___ Contest Chairman	___ Contest Master	___ Chief Judge	___ Invocator
___ Sergeant at Arms	___ Timers	___ Ballot Counters	___ Registrar <i>(if applicable)</i>
- Contest Chairman gives Certificates of Appreciation to Chief Judge who presents privately to:
 - ___ Judges
- Announcements: Include when the Division Contest and/or District Conference will be held
- Governor 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.
- Governor asks the winners to see the Chief Judge immediately following to fill out notification paperwork.
- Governor closes the contest
- Photographs are taken after contest