* *All the Contest Chair speeches are in standard font.*
* *Instructions are in Italics font within the* ***boxes and brackets (DO NOT READ ALOUD)***
* *TM has to be read as Toastmaster and DTM as Distinguished Toastmaster*

***NOTE – Instructions starting with \* are additional instructions to be read for hybrid and/or physical contests****.*

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

***(Contest Chair Script begins)***

**Thank you Sergeant-at-Arms \_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) for setting the rules.**

**Welcome to the***<<contest name>>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Humorous Speech /* *Evaluation Speech Contest)* **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 un-associated 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. It is advised not to introduce the club name of the contest master here*
* *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*

*(Contest Master Introduction)*

**Welcome Toastmaster /Distinguished Toastmaster\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name)**

*(After the Contest is complete and the Contest Master Hands over to Contest Chair)*

**Thanks to the Contest Master (Name) Toastmaster /Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for effectively conducting the contest.**

**With this, we come to the end of** <<contest name>> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Humorous Speech / *Evaluation Speech Contest*)

* *If contest is the ONLY event happening and there is one more contest scheduled to happen, here you may announce a break. Announce how long the break is and when is everyone expected to return. For Online and/or hybrid contests you may request online participants NOT to disconnect from the online platform, but they can stay on mute and off camera.*
* *If the other contest is happening now you introduce the next contest master for the next contest*
* *If this is happening in a conference and there are other things in the agenda, then you can hand over to the next role-player / emcee. ONLY in this scenario, you (contest chair) may adjourn the contest. Else please wait for both contests to be over.*

**Hereby, I officially adjourn the** <<contest name>> **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Humorous Speech / *Evaluation Speech Contest*) **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.*
* ***Number of time disqualification status has to be read out first without announcing any names.***
  + *Example: I am happy to* *announce that there are NO TIME DISQUALIFICATIONS (Show some excitement when reading)*
  + *Example: I am sad to announce that there \_\_\_\_\_\_\_\_\_\_ (is/are 1/2/3) TIME DISQUALIFICATION(S) (Show some disappointment when reading)*
* ***Winners will be announced in the reverse order.***
* ***Do not ask questions to the audience.***
  + *Example: Can you Guess the winner?*
* *Deliver vote of thanks (if there is a Co-Chair role – he/she can take that responsibility).*