





**TOASTMASTERS**  
INTERNATIONAL®

# Hybrid Speech Contest Training 2023-24

Evaluation and International Speech Contests

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# Your “Must Have” Resources for a Successful Contest



# Hybrid Contests

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- A hybrid contest is defined as a contest in which some contestants and/or contest officials participate on-site and some participate online.
- Hybrid contests must allow each contestant to select the format in which they will participate (onsite or online). Contestants cannot be penalized for selecting one format versus another.
- Contestants competing online must use equipment that they obtain themselves.
- All contestants and contest officials must participate in the contest live, in real-time.
- If a contest is hybrid, all briefings and rehearsals must also be covered in a hybrid format.
- As much as possible, it is recommended that judges for hybrid contests are split between the onsite and online audience.

# Speech Contest Calendar

## Area Contests

8:00 am 3/9/24 – Div. E – All Areas  
1:00 pm 3/9/24 – Div. N – All Areas

8:00 am 3/16/24 – Div. C – All Areas  
1:00 pm 3/16/24 – Div. W – All Areas

8:00 am 3/23/24 – Div. S – All Areas



## Division Contests

1:00 pm 3/23/24 – Div. E

**3/24/24- 3/31/24 - HOLIDAY**

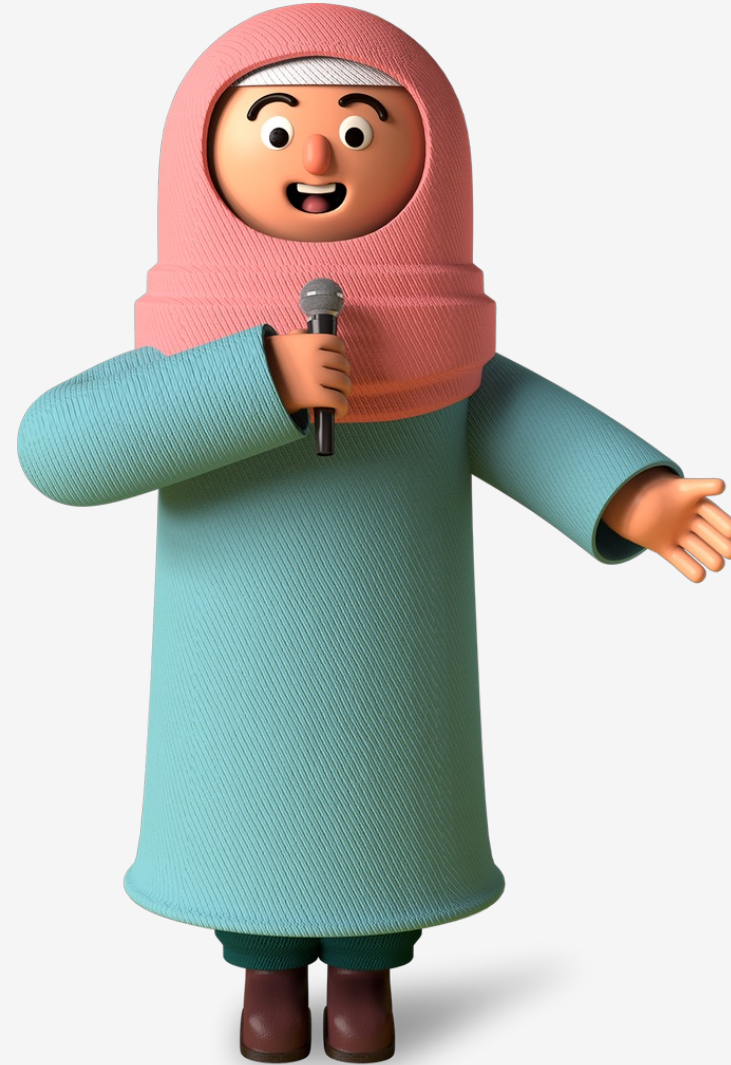
8:00 am 4/6/24 – Div. C  
1:00 pm 4/6/24 – Div. N

8:00 am 4/13/24 – Div. S  
1:00 pm 4/13/24 – Div. W

<https://foundersdistrict.org/2024/02/10/2023-2024-speech-contests-hybrid/>

# Functionaries/Players

- Contest Chair
- Contest Toastmaster of the Day
- Evaluation Contest Master
- Test Speaker (for Evaluations)
- International Speech Contest Master
- Chief Judge
- Contest Judges
- Sergeant at Arms
- Assistant Sergeant at Arms
- Chief Timer
- Assistant Timer
- Registrar
- Program Design and Production
- Tech Master
- Ballot Counter
- Assistant Ballot Counter
- Contestants
- Pledge \*Optional
- Inspiration \*Optional



- **Hybrid Specific Roles to consider:**
  - Online Timers (2)
  - Online Sergeant at Arms
  - Additional Online Judges and Timers
  - Online moderator/technical expert

# Timeline

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## D -4 weeks

- Contest date Known
- Contest chair identified
- Consider a theme for the event
- Contest flier/ ad created and distributed

## D -2 weeks

- Online registration created and distributed to clubs
- Volunteers recruited
- Contact clubs for contestants

## D -1 week

- Create Contest Script
- Have final contestants contact information and eligibility certificate
- Confirm all participants arrival times, roles and scripts
- Venue test run

## D - 2 days

- Check all contestants are in good standing
- Create slides and other optional program
- Share agenda with functionaries
- Contestants' briefing

## D - 1 day

- Obtain Protocol List
- Generate registration lists
- Create all Certificates of Participation and Certificates of Appreciation
- Reminder emails or calls
- Hold a briefing/ rehearsal

# Once You Have The Contest Date Set

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## Registration

- Setup event for registration via Zoom
- Use Zeffy for in-person and on-line registration

## Fliers

- Fun themes
- Post on social media and send digital flyer to club members
- Send digital flier to outside organizations or newspapers

## Equipment

- Confirm with Timers regarding their timing device readiness and background colors.
- Confirm with the Tech Master regarding A/V and their needs

## Functionaries

- Start asking for functionaries & volunteers
- Download virtual backgrounds and certificates from [Toastmasters.org/Speech-Contest-Kits](https://www.toastmasters.org/Speech-Contest-Kits)

## Contestants

- Contact all clubs and confirm contestants' information
- Provide Eligibility and Originality Form



Founders District - Division A

# Area Speech Contests

*You are invited to attend the Founder's District Division A, Area Tall Tales and International Speech contests.*

**March 6th via Zoom**

A1 & A4 - 9 a.m. to Noon  
A2, A3 & A5 - 1 p.m. to 5 p.m.

Sign up today! <https://bit.ly/3ad0pKJ>

Contest login information will be sent to you via email after you successfully register for the event.



# UNMASK YOUR POTENTIAL

## Division G

*International Speech & Tall Tales Contests*

Division Contest 4/24/2021

1 p.m. to 5 p.m. PDT

Register Today! - [bit.ly/FDDivG](https://bit.ly/FDDivG)





# Hybrid Contest – Technology Tips & Tricks

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- See the Online and Hybrid Speech Contest Best Practices document (page 5)
- <https://toastmasterscdn.azureedge.net/medias/files/department-documents/speech-contests-documents/479-online-speech-contest-best-practices.pdf>
- Excerpts of this are included in the backup section of this slide deck for further reference.

# Awards and Supplies

Speech contest materials are available to download as free digital content at <https://www.toastmasters.org/Speech-Contest-Kits>.

✓ **Certificates of Participation for each contestant**

✓ **Certificates of Appreciation for each volunteer**

✓ **Distribute timing forms to timers**

✓ **District will be supplying awards for winners**

## ✓ **For all contests**

- Notification of Contest Winner (Item 1182)
- Results Form (Item 1168)
- Judge's Certification of Eligibility (Item 1170)
- Counter's Tally Sheet (Item 1176)
- Time Record Sheet (Item 1175)
- Speaker's Certification of Eligibility and Originality (Item 1183)
- Speech Contestant Profile (Item 1189)

## ✓ **International Contest – ensure most recent forms**

- Judges guide and ballot (Item 1172)
- Tiebreaking Judge's Guide and Ballot (Item 1188)

## ✓ **Evaluation Contest– ensure most recent forms**

- Judge's Guide and Ballot (Item 1179)
- Tiebreaking Judge's Guide and Ballot (Item 1179A)
- Contestants' Evaluation Notes (Item 1177)

# Questions?

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# Contest Functionary Roles

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- Contest Chair
- Sergeant-At-Arms (2)
- Tech Master
- Timers (4)
- Counters (2)
- Chief Judge
- Toastmasters (MC for the event and a contest master for each contest)
- Contestants



# Contest Chair

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1. Check for contestant eligibility (see Rulebook p. 23 # 12)

- Verify membership status before the contest
- Notify contestants of disqualification if necessary.
- To check contestants' eligibility: Verify membership status: Club officers and District leaders can use the Eligibility Assistant available in Leadership Central of [www.toastmasters.org](http://www.toastmasters.org) to determine if a contestant is a paid member of a paid club, or a current District leader.

2. Education: If the member is competing in the International Speech Contest, confirm that they have completed Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award.

3. Provide Chief Judge with phone number and email address of each contestant. (The Chief Judge will need this information to fill out the 1182 Notification of Contest Winner form.)

# Sergeant at Arms (SAA)

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1. Help with online (ie Zoom breakout room) and onsite room monitoring. In person SAA will escort Evaluation contestants from waiting room to stage; online SAA will monitor online Evaluation contestants in breakout room until it is their turn to speak)
2. Be familiar with the workings of the Zoom breakout room and controls, ie video and muting.
3. Anticipate timing for alerting attendee to assemble.
4. Be knowledgeable of the rules for all of the contests
  - read the current Speech Contest Rulebook before the contest.
5. Be aware of the appearance order of the participants.
6. Ideal for each online Contestant and functionary to rename themselves by their role
  - ie Timer #1 - John Smith and Int Contestant #2 - Jane Doe.
7. Work with the Chief Judge and his/her team.
8. Communicate with audience members who arrive after the contest starts and during a contestant's speech
  - they will be let in during the minute of silence between speakers

# Tech Master

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1. Work with contestant for video lighting and audio volumes during contestant briefing.
2. Help with Zoom room monitoring.
3. Be aware of the appearance order of the participants and spotlights.
4. Ideal for each Contestant and functionary to rename themselves by their role, ie Timer #1 John Smith and Int Contestant #2 - Jane Doe.
5. Work with the Chief Judge and his/her team. You will have to generate and help them through the breakout room.
6. If there are slides during the break, then make sure you have access to them and when they are to be displayed.
7. Only let in audience members, who arrive after the contest starts and during a contestant's speech, during the minute of silence.
8. Allow contestant to record themselves.

# Timer

1. Make sure the Timer understands timing rules. Have copies of the rules pertaining to all the different contests being held.
2. Make sure the Timer is aware that he/she will be required to announce the timing rules prior to each contest.
3. Make sure timing lights are available. Have a backup set of timing device if one should fail. Have the timing sheet available. Also make sure to have the appropriate timing colors, green, yellow and red with the word printed stating the color as well a cover for your computer's camera during the display.
4. Check with the Toastmaster/Contest Master regarding time between contestants and contests, and what procedure to follow to maintain time limits.
5. Before contest, have the correct spelling of the contestants and order of speaking. This will be announced by Contest Toastmasters.
6. One Timer records timing results on the time record sheet and the other operates the timing signals. After the contest the time record sheet is given to the Chief Judge. This will be handled in the breakout room during the Chief Judge conference with his/her team.
7. Listen closely during the reading of the results and interrupt immediately to correct if there is an error in reading the results.



# Timer

<https://www.toastmasters.org/resources/Timer>

TOASTMASTERS  
INTERNATIONAL GREEN

TOASTMASTERS  
INTERNATIONAL YELLOW

TOASTMASTERS  
INTERNATIONAL RED

# Counters

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1. Help collect Judges' ballots after each contest.
2. Convene with Chief Judge to calculate winner from Judges' ballots in the breakout room.
3. Each Judge's ballot will indicate the individual judge's decision of first, second, and third.
4. The first, second, and third place noted on the Judge's ballot will receive 3, 2, and 1 point, respectively. From this data the final score of each Contestant is calculated.
5. Do not leave Judges' conference in breakout room, until contest winners are agreed upon.
6. Listen closely during the reading of the results and interrupt immediately to correct if there is an error in reading the results.

# Chief Judge Responsibilities

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Responsibility of the Chief Judge (CJ):

To make sure the contest is conducted fairly.

This means: To make sure that the contest is conducted according to the rules, and all the players perform their tasks properly.

Before the contest, the CJ will prepare and bring all the required contest paperwork, hold a virtual judge practice, brief the Contest Toastmasters, Announcer of Contest results, Timers, Ballot Counters, Judges, etc.

During the speeches, the CJ will watch the timer, contest master, etc.

After speakers finish, the CJ will monitor ballot collecting and counting, monitor announcement of winners, and fill out required forms.

# Chief Judge

- Distribute the necessary Forms
  - Judge Certification of Eligibility (Item 1170), Speaker Certificate of Eligibility (Form 1183), Tie Breaking ballot (1188 & 1179A), Counter's Tally Sheets (1176), Notification of Contest Winner (Item 1182) - Announce the contest winner to the appropriate person. **DOWNLOAD MOST RECENT FORMS.**
- Collect the Judge's Certification of Eligibility and Code of Ethics from each judge.
- Collect all contestants' Speaker Certification of Eligibility and Originality.
- Select the Tiebreaker Judge. Do not divulge the name to anyone. Collect the ballot from that judge yourself, separate from any group communication.
- Each judge should have two ballots, one for the Tall Tales Contest and one for the International contest for each contest.
- Brief the judging team (judges and counters) at least 30 minutes before the start of the contest.
- Confirm how you will retrieve each ballot from each judge, ie email or text.

# Individual Contest Judges

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- **INDIVIDUAL JUDGE NOTES:**

- The job of a judge is to pick a winner.
- The Judge Training Workshop should have informed you what items to include in your judge briefing.
- If multiple areas in one contest, then mark individual ballot with notation of area.
- Judges should be trained within the last two years.
- Judges remain anonymous.

# Contest Masters

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1. Briefs Contestants on the virtual stage protocol, timing between speakers, remind rules of bolstering and originality, and how to log a protest.
  - Brief contestants on the speaking Area. Points can be deducted if they go out of the speaking Area.
  - Inform contestants to wear appropriate clothing so that remote mic transmitter can be easily attached, e.g. to a belt. Also it's good to wear a coat so the wires can be hidden.
  - Ask if any contestants are using props. If so, and they are in person, they must demonstrate they can be set up on stage and removed from stage within one minute.
  - Remind evaluation contestants that they must only use Evaluation Contestant Notes (1177) sheets to take notes. If they are competing online they must print the form before the start of the contest. No use of electronic devices allowed.

## Contest Masters (cont.)

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2. Gather Contestants' eligibility forms.
3. Pick random order of Contestants. Can use Random Picker Wheel app. Do before the contest.
4. Confirm speech title and pronunciation of Contestant name.
5. Hand Contestants' eligibility forms to Chief Judge.
6. Know Contest script.
7. Other than the proper introduction, refrain from making ANY comments either before or after a contestant speaks.

# Contestants

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## Hints:

1. Do a dry run with a few members prior to your real competition!
2. If online: Make sure your video camera is eye level - raise up your laptop by placing it on a box or standing desk. If onsite: Videographer will control any camera function.
3. Lighting - stay away from windows when it's not nighttime. Try to get some direct and reflective, soft light on yourself.
4. Clapping (online audience) - Just clap your hands in front of the camera, leaving your mic on mute, or hold up your hands next to your head and flutter them near your ears.. the deaf way of clapping.
5. If online: Fit in the box, move your body back from the camera about 4 feet, so people can see you waist up or better. Watch yourself stay within your box. Don't be a talking head! Move back and center yourself in the frame. If onsite: Stay within the defined speaking area and make eye contact with physical audience and zoom camera in venue.
6. If online: Look into your camera, rather than back and forth. If onsite: Consider both online and onsite audiences.
7. Practice vocal variety... that may take a few times in front of the camera or a live audience.
8. Suggestion: Attend Judge's training so that you are familiar with the judging criteria.
9. Have fun and support each other!



## Functionaries:

Role	Volunteer	Phone	Email
Tech Master	Jon Doe	(714) xxx-xxxx	xxxxxx@gmail.com
Contest Master	Mr. Entertaining	(949) xxx-xxxx	xxxxxx@gmail.com
Timer 1	Ms Punctual	(310) xxx-xxxx	xxxxxx@gmail.com
Timer 2	Mr. Prompt	(714) xxx-xxxx	xxxxxx@gmail.com
Counter 1	Mr. Computer	(949) xxx-xxxx	xxxxxx@gmail.com
Counter 2	Ms. Babbage	(310) xxx-xxxx	xxxxxx@gmail.com
Pledge	Mr. Patriot	(714) xxx-xxxx	xxxxxx@gmail.com
Inspiration	Ms. Motivation	(949) xxx-xxxx	xxxxxx@gmail.com
Chief Judge	Ms. Fair	(310) xxx-xxxx	xxxxxx@gmail.com
DD (Host)	Lillian Copeland	(714) xxx-xxxx	xxxxxx@gmail.com
Master of All Things Contest-like and Overall Good Guy	Cliff Shimizu	(949) xxx-xxxx	

### Area C-1

Contestant	Club Number	Club Name	Title of Speech	Phone	Email	Eligibility Form
Mr. Wonderful	1	La-di-da	Very Clever Title	(310) xxx-xxxx	xxxxxx@gmail.com	Yes
Mr Nice-guy	2	Ummm	Very Clever Title2	(714) xxx-xxxx	xxxxxx@gmail.com	Yes
MS Nice-gal	3	Yada-yada	Very Clever Title 3	(714) xxx-xxxx	xxxxxx@gmail.com	Yes

### Area C-4

Contestant	Club Number	Club Name	Title of Speech	Phone	Email	Eligibility Form
Ms Beautiful	xx	Ok-dokie	Amazing 1	(xxx) xxx-xxxx	xxxxxx@gmail.com	Yes
Ms Lovely	xx	Getting tired	Amazing 2	(xxx) xxx-xxxx	xxxxxx@gmail.com	Yes
Ms Carolina	xx	Check us out	Amazing 3	(xxx) xxx-xxxx	xxxxxx@gmail.com	Yes

# Questions?

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# PROGRAMS

\*Optional when virtual

Information to keep everyone on track



## Name of Participants and Contestants

Do **NOT** list contestants' club names or club numbers, or Judges' names on Program



## General Agenda

A general agenda with a start time, some details, and estimated ending time. Shed light on what audience should expect.



## Fun

A smaller version of the Judges' Ballot maybe included for the audience members.



Founders District - Division A

# Area Speech Contests

*You are invited to attend the Founder's District Division A, Area Tall Tales and International Speech contests.*

**March 6th via Zoom**

A1 & A4 - 9 a.m. to Noon  
A2, A3 & A5 - 1 p.m. to 5 p.m.

Sign up today! <https://bit.ly/3ad0pKJ>

Contest login information will be sent to you via email after you successfully register for the event.



# UNMASK YOUR POTENTIAL

## Division G

*International Speech & Tall Tales Contests*

Division Contest 4/24/2021

1 p.m. to 5 p.m. PDT

Register Today! - [bit.ly/FDDivG](https://bit.ly/FDDivG)



## AREA C-1

1. MR AMAZING

2. MS ALL-AROUND NICE-GAL

3. MS MOTIVATIONAL

# SHOWTIME



## t-30 to 45 mins

- Tech master allows judges into the room and checks that they have renamed themselves to Judge #1, Judge #2, etc. Chief Judge assigned each Judge a number.
- Chief Judge briefs the Judges either in main room with only tech master or in a breakout room. No audience members or contestants are in the main room. After briefing, judges turn off their cameras.

## t -30 mins (at the very least)

- Chief Judge briefs contest masters for the minute of silence, timers, SAA, and announcer of contest winners.
- Contest Master brief contestants regarding stage, audio equipment, and protest. (Can be done in a breakout room. )
- Evaluation Contest Master should hand out blank Evaluation Contestant Notes (1177) sheets to in-person contestants and confirms online contestants have forms printed out.

## t -20 mins

- Invite all attendees into the main room.
- Rename participants and functionaries.

## t -2 mins

- SAA gives 2-minute warning and asks attendees to mute and turn off video

## time

- SAA calls for group to come to assembly,
- reminds attendees about leaving their video and audio off, and introduces MC.

LET THE SHOW BEGIN!

# Agenda

Welcome!!  
Pledge  
Inspiration (1-3 min)  
Explain Ground Rules and Opening Remarks

## Contests

**Evaluation Contest** (Area 1,2,3,4) per Contest Script  
Slide for Judges with Contestants names  
Test speaker (5-7 min)  
# of Speakers, with minute of silence between for Judges  
(slide show during minute of silence)  
5 minutes for contestants to prepare their evaluations  
Announcement of end of Contest and Judges breakout room  
Slideshow with Certificates of Participation for contestants  
**Interview Evaluation contestants**

**Int'l Speech Contest** (Area 1,2,3,4) per Contest Script  
Slide for Judges with Contestants names  
# of Speakers, with minute of silence between for Judges  
(slide show during minute of silence)  
Announcement of end of Contest and Judges breakout room  
Slideshow with Certificates of Participation for contestants  
**Interview International Speech contestants**  
**Announce Winners** per Area for each Contest  
**Certificates of Appreciation** for all Functionaries  
**Thank You to Audience**

MC  
Mr. Patriot  
Mr. Inspirational  
Contest Master

Contest Master  
Tech Master  
Guest speaker from outside area, division or district  
Contest Master  
Tech Master  
In breakout room or sequestered area  
Contest Master / Tech Master  
Tech Master (video) + Host/ AD/ DD (audio)  
Contest Master

Contest Master  
Tech Master  
Contest Master  
Tech Master  
Contest Master / Tech Master  
Tech Master (video) + Host/ AD/ DD (audio)  
Contest Master  
Host/ AD/ DD (audio) + Winners (video)  
Tech Master (video) + Host/ AD/ DD (audio)

LET THE SHOW BEGIN!

# CONTEST SCRIPTS

Why recreate when you can modify or re-use existing templates. Refer to the area and/or division scripts posted on the Founder's District Website.

<https://foundersdistrict.org/speech-contests/>

There are two scripts for Evaluation contests (multiple Areas and Division) and two for International Speech Contests.



# Don't

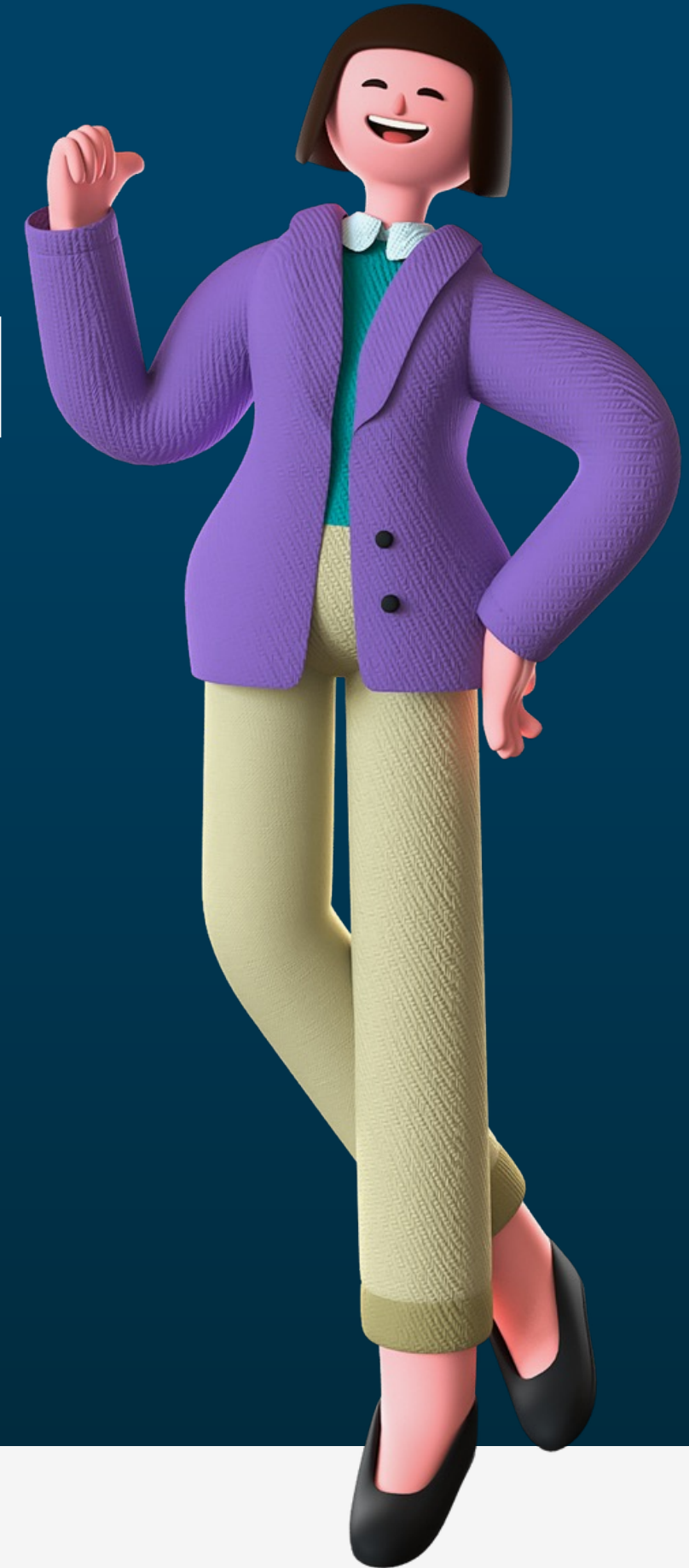
- Do not identify contestants' clubs or club number
  - Do not identify judges
    - Do not panic!





# Do

- Stay Organized
- Plan Ahead
- Have FUN!!



LET THE SHOW BEGIN!

# Resource links

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- <https://foundersdistrict.org/speech-contests/>
- <https://www.toastmasters.org/leadership-central/speech-contestS>
- <https://toastmasterscdn.azureedge.net/medias/files/department-documents/speech-contests-documents/479-online-speech-contest-best-practices.pdf>
- [http://origin-qps.onstreammedia.com/origin/toastmastersinternational/eLearning/Member/SC\\_tutorials/S1/story\\_html5.html](http://origin-qps.onstreammedia.com/origin/toastmastersinternational/eLearning/Member/SC_tutorials/S1/story_html5.html)

# Questions?

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# Hybrid Contest - Technology Tips and Tricks

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- Pick camera equipment that will provide a full, in-focus view of the stage.
- It is recommended that you have this mounted for stability and staffed by a camera operator who can verify the camera remains on and functions well throughout the contest.
- For hybrid speech contests, it is recommended that your camera stays in a fixed position that shows the full speaking area and does not zoom.
- Since online contestants will have a fixed camera that only shows one view, this setup will help to create an equitable experience between those onsite and those online.
- A fixed camera will also ensure that judges and audience members viewing online do not miss important gestures.
- If your camera operator zooms in on a contestant's face right before they use a critical hand gesture or employ other body language, this motion could be missed by those viewing online. A fixed view of the entire speaking area ensures the contestant's entire body is visible at all times
- If you are setting up for a District-level contest, keep in mind that the video recording rules require your camera to be mounted and prevent zooming. View the [Video Recording Guidelines](#) and [Speech Contest Rulebook](#) to ensure you are adhering to all rules for your region quarterfinal video submission.
- Select audio equipment that will integrate with your online platform. It is recommended to have all your in-person audio sources managed through an audio mixer. An audio mixer will allow you to plug in all of the microphones required for your in-person participants (contest chair, contestants, etc.), adjust their relative volumes, and finally combine each microphone's adjusted audio signal to a single audio signal that can be sent to your online platform for recording and/or streaming.

# Hybrid Contest - Technology Tips & Tricks

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- Determine how onsite audience members will see online participants
- To ensure everyone onsite has a clear view of contestants, you'll need at least one large monitor or projector screen positioned in the room. Test the ability to stream the online platform portion of your contest to this screen. It is recommended that you show onsite contestants on this screen as well; confirm this functionality during your testing.
- Decide how many laptops you will need in the contest room. As you think through the flow of your contest, how logistics will be handled, and what additional supporting roles will be appointed (see the *Establish processes* section), you'll start to get a sense of where you may need devices to help monitor and run the contest. For example, you may want separate devices for each of the following: Connection to your audio and video sources in the room
- Monitoring connections for all online contestants and contest officials
- Monitoring that all contestants and/or audience members remain muted
- Spotlighting contestants when it is their turn to speak
- Managing communications with judges, contestants, and contest officials