

ZOOM CONTEST CHAIR BRIEFING - Humorous  
(CONTESTANTS, TOASTMASTER AND SERGEANT AT ARMS)

Humorous Speech Contest

BRIEFING

Announce):

“My name is: \_\_\_\_\_ and I am the Contest Chair for the Humorous Speech Contest. It is (give the time) and I am bringing this briefing to order.”

“Thank you for participating in this contest and for attending the briefing. The briefing has several purposes, including determining the speaking order, completing required forms needed for the contest, and reviewing the rules and procedures for the contest.”

Speaking Order: “The first order of business is to draw for the contest speaking order.

Determine how you want to draw for order; name by alpha or in the order they are on your screen. Use slips of paper with letters on one side and numbers on the other. Let each contestant select a letter, turn it over and show them the number. Consider using <https://www.random.org/lists/>.

We will do that now. \_\_\_\_\_, you are drawing first. Please choose a letter, (*you turn it over*) announce the number you see on back.

Repeat the process for all contestants, giving the exact same instructions.

**Write down the speaking order on the Power Point presentation or send it to the Coordinator. The Contest Master can read the names from the Power Point**

Be sure you have the biographical form and eligibility forms. These forms should have been emailed to the Contest Master in advance.

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Rules and Procedures: “We will now review the rules and procedures for this contest. Your speech must comply with ALL current Toastmasters International rules. You should have already reviewed this year’s rule book that was shared electronically. We have one here for easy reference.

“The speaking area for the contest is: \_\_\_\_\_.”  
“You are advised to stay within the assigned speaking area for this contest, which has been determined in accordance with the Toastmasters International Rule Book.”

Describe the speaking area. Ideally, point to the end points of it and point out the boundaries, if there are any boundaries.

Are there any questions?

Address any questions. When that is done, have a Toastmaster or you inform the Chief Judge that the speaking area has been determined to be: \_\_\_\_\_ and that it has been described to the contestants.

*Note:* Do not invite objections about the speaking area; this issue can and should be determined prior to the contest.

Each contestant should remove any badge or other items that reveal his or her educational level and also his or her club affiliation. We recommend you do this now.

We will now do an audible and visual check of each contestant.”

Have each contestant do an audible check.

Review the lighting on each contestant – have them adjust, as necessary.

“We will now **review the time limits** for your speech, per the rule book. For the \_\_\_\_\_ speech competition, a qualifying time is \_\_\_\_\_. The timers will display a:

- Green light at \_\_\_\_\_

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- A yellow light at \_\_\_\_\_
- And a red light at: \_\_\_\_\_
- You will be disqualified at: \_\_\_\_\_.

Fill in the blank lines above using this information:

Speech presentation time limits:

<u>CONTEST</u>	<u>QUAL</u>	<u>GREEN</u>	<u>YELLOW</u>	<u>RED</u>	<u>DISQUAL</u>
Humorous Speech	04:30	05:00	06:00	07:00	07:30

(Announce):

The timers have been instructed by the Chief Judge that the start time of your speech begins upon your first word or any clearly, visible, movement, indicating you're starting the speech, whichever occurs first.

Only ONE webcam will be visible, that will be the timers. The timers will be using \_\_\_\_\_ *(select one virtual background or colored cards)*.

This is important. Do you have any questions on the timing indicators or about qualifying and disqualifying times?" Does anyone want an audible timing? That is for the timers to say: Green / Yellow / Red?

Answer any questions that contestants have about the lights and time boundaries. Upon entering the contest room, demonstrate the timing lights.

(Announce):

**"Here is how you will be introduced.**

The Contest Master will announce your name, speech title, speech title, and then your name. When you hear your name the second time, that's your cue to begin."





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“Have you reviewed your other duties, including the announcements to timers – asking them to time a minute of silence between speeches (to give judges time to mark their ballots) and before the first contestant speaks, as well as saying that the judges will now have as much time as they need to mark their ballots once the final contestant speaks?”

“Do you have any questions or concerns?”

SERGEANTS AT ARMS BRIEFING

The SAA will remain in the contest master’s Zoom room with all the Table Topic and Evaluation contestants

(Announce):

**Do you have any questions or concerns?**

**Notify the chief judge that you are done.**