Contest Master duties (for District Conferences)

General rules for 4 contests : Humorous & Int'l Speech Contest, Evaluation, Table Topics

Remarks: It should be Contest Chair’s job to prepare the originality and eligibility forms and also ask all contestants to sign the form before the contest. Unless Contest Chair asks Contest Master to do the job for him or her.

Contest master must prepare the drawing lots for contestants to draw and decide the contest speaking order, then a contest SAA (computer controller) types the speaking order in contest PPT)

Contest master’s announcement for contest rules to contestants prior to the contest (right after the drawing), this is not to be done on the stage) :

1. Explain the speaking area for contestants, (for example : This is the speaking area - show the area or the boundary lines). If contestants go outside the speaking area, the judges will deduct the scores.
2. Explain microphone device provided for contestants’ use. (hand microphone and mini microphone). Contestants can choose whichever to use.
3. In case of malfunction of the microphone system during the contest, contestants need to continue the speech. Timers will not stop the timing.
4. There will be “one minute of silence ” after each contestant’s speech. Remain silent until the Ballot counters have collected all the ballots (Contest master must wait for Chief Judge’s signal)

5. Explain the routes for contestants to go up to and go down from the stage. Contest master can check with the Contest Chair or Contest Team first. No need to shake hands with contest master.

 For example : Contestants, please go up (come) to the stage from my right (left) hand side, and after your speech, please go down the stage from my left (right) hand side.

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Contest Master has to make sure the Contest Chair and Chief Judge are all present, then the contest can be started.

Contest Master's speaking on the stage has to be brief, below is an example.

Dear fellow members, good morning (afternoon), I am honored to be the contest master of the XXX contest today. Now, it's time to start our contest. Before the contest, I would like to announce a few things :

1. Please turn off your cell phone, or turn to vibration mode. Please don’t talk on your cell phone during the contest.

2. No walking, talking, or photo shooting during the contest, especially no flash.

 3. Now, I would like to announce the speaking order of the contestants. ..........

 4. Now, I would like to ask the chief judge : are all judges and assistants ready? (Yes) Very well, we will start out contest now.

 Contestant No. 1 (name) (title) (title) (name). (contestant delivers the speech)

 One minute of Silence

 Contestant No. 2 (name) (title) (title) (name) .......

 After the last contestant, contest master says "silence until all judging ballots are collected" then wait for chief judge's signal, then the next contest procedure can be continued.

After all contestants finish their speeches, contest master asks all contestants to come back to stage, and ask the contest chair to present "certificates of participation" to contestants. Then the contest master can interview the contestants. Please specify the time limit for each contestant (for example 1 minute each). After interview, all contestants go back to their seats, then contest chair announces the winners (announcement of winners for Humorous and Int'l Speech in Conferences is done in closing ceremony)

Other rules for Contest master :

1. When announcing the contestant, just announce: Contestant’s No. & name, speech title, speech title, contestant’s No. & name For example : Contestant No. 1 Mary Wang, “I love Toastmasters” “I love Toastmasters”, (Contestant No. 1) Mary Wang. The second "Contestant No." can be skipped. But it has to be all the same to all contestants.
2. Contest master doesn’t need to say any greetings to contestants, for example, “Let’s welcome Mary Wang”, or “Let’s give applause to Mary Wang". Contestant's club or Division can not be revealed by contest master.
3. Contest master can’t say any comments or praise about the contestant’s speech content or performance after each contestant’s speech. (just say “one minute of silence”)
4. Before and after the contest, the contest master can say something short (humorous and/or inspiring) to the audience as an opening and an end of the contest. Making it short (1 minute) is suggested.

Rules for Table Topics Contest :

1. Contest master should get three questions from contest chair (not chief judge) before the contest, and when SAA leads all contestants to the waiting room (except for contestant No.1 stays in the meeting room), contest master ask the contestant No. 1 to draw one question from the 3 questions. Contest master opens the question paper, and read the question slowly and clearly to the contestant, please read the question twice.
2. Announcing contestant : contestant No./ name , Topic, Topic , name / contestant No. (for example : contestant No. 1, Mary Wang, How do you think of Toastmasters? How do you think of Toastmasters? Mary Wang, Contestant No. 1)
3. Contest master should also know who the SAAs (at least 2) are – call their names and ask them to stand up, so that all contestants can follow SAA to outside. Contest master should announce this when the contest starts.

Rules for Evaluation Contest :

1. Contest master introduced Target Speaker (name, speech title, speech title, name). Remark : Contest Master has to make sure the target speaker is present and waiting beside the stage before the contest starts.
2. After Target speaker finishes his/her speech, contest master asks all contestants to follow SAA to preparation room (waiting room), they have 5 minutes to write their scripts. After 5 minutes, contestant No. 1 comes to contest room, and SAA should collect all scripts from contestants (they can not write any more). The scripts can be returned to the contestants before they go up to the stage. It’s their own decision using or not using the scripts.

Waiting room for Evaluation and Table Topic Contests :

1. Contest team (in charge) should decide the contestant waiting room and test in advance to make sure they can't hear the microphone from the contestant waiting place.
2. SAA and all contestants should be notified where the waiting place (room) is in advance.
3. No cell phone is allowed to use by the contestants in the preparation room (either talking or texting). SAA should collect the cell phones from contestants in the preparation room, and may return it to the contestant after the contestant’s speaking on the stage.

春秋季大會比賽主持人職責

 四項演講通則: 幽默演講、國際演講、講評、即席問答

注意: 準備原創性與會員資格的表格，並在比賽前(準備時段)給參賽者簽署是屬於比賽主席的工作範疇，除非比賽主席有請比賽主持人代勞。

比賽主持人需準備籤條給參賽者抽取出場順序，並將出場序即時打入PPT檔案。

比賽主持人在比賽前對參賽者做簡報，告知比賽規則，這是在抽籤後就馬上做，主持人在舞台上不必再說一次:

1. 告知參賽者的演講範圍(例如: 這是演講範圍 –指出範圍或界限)，若超出範圍裁判會扣分。

2. 告知比賽所提供的麥克風設備—手持式與(或)頭戴式(如果有的話)，參賽者可自行選用。

3. 如果麥克風系統有故障，參賽者必須繼續進行演講，計時員不會停止計時。

4. 說明參賽者上台和下台的路徑。(比賽主持人可事先與比賽主席或主辦單位確認)。參賽者不必和主持人握手。

 例如: 參賽者請由講台右(或左)方上台，在演講完畢後，請由( )方下台。

 5. 每位參賽者演講後有”靜默一分鐘”，最後一位參賽者之後必須靜默至計分員收齊所有裁判的選票(比賽主持人須等待裁判長的信號)。

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比賽主持人上台之前，必須先確定比賽主席和裁判長都已出席，才可開始比賽。

主持人上台後的講詞必須盡量簡短，以下為範例。

各位會友，大家X安，很榮幸我今天擔任X語XX比賽的主持人，現在就是我們比賽的時刻，在比賽之前，我要宣布幾項事情:

1. 請將手機關機、或關為振動模式。比賽中請勿講手機。

2. 比賽中請勿走動、交談，請勿照相，更不可使用閃光燈。

 3. 現在我要宣布參賽者的出場順序。........

 4. 現在我要請問裁判長，是否所有裁判和助理都準備好了，(是的)，那我們就開始進行比賽，

 一號參賽者 (姓名) (講題)(講題)(姓名)。 (一號上台演講)

 靜默一分鐘

 二號參賽者 (姓名)(講題)(講題)(姓名) ......

 最後一位參賽者結束後，主持人說"全場靜默至計分表收集完畢"，然後等裁判長訊號，才可繼續進行下面的程序。

在所有參賽者演講完畢後，比賽主持人請參賽者全部重新回到舞台，請比賽主席頒發參賽證，之後主持人逐一訪問參賽者，必須限定每位發言時間(例如一分鐘)並嚴格執行，訪問後全部回座，由比賽主席宣布名次。(英語幽默演講和英語國際演講的名次在閉幕典禮時才公布)

比賽主持人其他相關規則:

1. 當宣布參賽者時，僅宣布 : 參賽者序號&姓名，講題，講題，參賽者序號&姓名。 例如: 一號參賽者王瑪麗，我愛演講會，我愛演講會，(一號參賽者)王瑪麗。括號中可省略，但必須對每位參賽者都一樣的說法。

2. 比賽主持人不必向參賽者問候 (例如: 讓我們歡迎王瑪莉，掌聲歡迎)，主持人不能宣布參賽者所代表的分會或分部。

3. 比賽主持人在參賽者講完後不可對參賽者的演講內容或表現有所評論或稱讚 (僅說”靜默一分鐘”)

4. 在比賽前、和比賽後，比賽主持人可說些簡短的話(或幽默或有啟發性的)當作開場及結尾。以簡短為要(約1分鐘)。

即席問答比賽的相關規則:

比賽主持人在賽前向比賽主席(非裁判長)取得三個題目，當比賽開始時，事務員(SAA)帶領除了一號參賽者外的所有參賽者離開現場至準備室等待，比賽主持人請一號參賽者自三個題目中抽出一個，比賽主持人打開該題目，並清晰且緩慢的念出題目，共念兩次。

宣布參賽者方式: 參賽者號次、姓名、題目、題目、參賽者號次姓名、(例如: 一號參賽者王瑪莉，請問你對演講會的感想，請問你對演講會的感想，一號參賽者王瑪莉)

比賽主持人需知道事務員(至少兩位)是誰。 必須宣布其姓名、並請其起立，使所有參賽者能看見並跟隨其至準備室，在比賽開始時比賽主持人必須宣布此事。

講評比賽的相關規則 :

1. 比賽主持人介紹目標演講者 (姓名、講題、講題、姓名)，註: 比賽主持人必須在比賽前確認目標演講者已到場並在舞台邊等候上台。

2. 在目標演講者演講結束後，比賽主持人要求所有參賽者隨事務員到準備室，所有人有五分鐘寫稿時間，五分鐘時間一到，一號參賽者至比賽室比賽，其餘參賽者的手稿必須交由事務員集中保管(不可再寫稿)，等參賽者陸續被叫到要到比賽室時，事務員將其稿件還給該參賽者，在台上是否看稿由參賽者自行決定。

講評比賽&即席問答比賽準備室的規則

1. 主辦單位應事先決定比賽準備室的位置，並測試確定聽不到麥克風的講話聲。

2. 事務員和所有參賽者必須事先被告知準備室的位置。

3. 在準備室中參賽者不可使用手機(無論講話或簡訊)，事務員應該集中保管參賽者的手機，至該參賽者上台後即可歸還。