



Host & Co-Host Instructions for Online Speech Contests

Meeting Setup

1. All designated hosts and co-hosts must join the meeting promptly at 6:00 pm for their respective contest.
2. _____ will assign the Host and Co-hosts as scheduled.
3. The meeting host will set up 2 breakout rooms:
 - a. Contestants briefing
 - b. Judges briefing
4. Functionaries have been instructed to label their individual profile starting with their job function. As each functionary joins in the meeting, they should be immediately directed to a breakout room as directed below:
 - a. Contestants briefing – contestants, timers, Toastmaster, Contest Chair
 - b. Judges briefing – judges, ballot counters, Chief Judge
5. The Host is to close both meeting rooms promptly at _____. The Host should then make the following meeting room assignments for later in the meeting:
 - a. Contestant briefing – none, this room can be deleted
 - b. Judges briefing – ballot counters, Chief Judge (make certain no judges are included)
6. The Waiting Room will be activated promptly at _____. Anyone who enters the Waiting Room between _____ and the introduction of the Toastmaster should be allowed to join in a manner that will not disrupt a speaker. Once the Toastmaster has been introduced, no one will be allowed to enter the meeting with exceptions as noted below.
7. The Contest Chair will share from his screen the introductory slide show. The Contest Greeter will be allowed audio and video between _____ to perform their duties.

During the Meeting

1. The Host and Co-host(s) will monitor the meeting for any audience disruption. Attendees who are disruptive will be removed from the meeting.
2. Once the Toastmaster has been introduced, the Co-host will begin recording the meeting to the cloud. Recording will continue until the final contestant has returned control to the Toastmaster. Once the Toastmaster has announced the final period of silence for collecting the judges' ballots, then the Co-host will stop recording the meeting.
3. The Co-host will spotlight each contestant beginning with the Toastmaster's introduction of that contestant and ending when the contestant returns control to the Toastmaster.
4. The Contest Chair will be responsible for operating the slide presentation during the meeting. No screen sharing will occur during the actual contest.

5. Once all contestants have spoken and judges' ballots have been collected, the Chief Judge will instruct the Host to send the Chief Judge and Ballot Counters into the Judges Briefing Room.
6. If any contestant or functionary inadvertently leaves the meeting, then the Host and Co-host will monitor the Waiting Room for their return and then readmit them to the contest.

After the Meeting

1. The Host will reassign the Host role to _____ before closing out the meeting.
2. The Contest Chair will be the one to end the ZOOM meeting.

Participants – Humorous Contest

ROLE	ASSIGNED
Contest Chair (Co-host)	
Presiding Officer	
Toastmaster	
Chief Judge	
Ballot Counter	
Ballot Counter	
Ballot Counter	
Ballot Counter	
Timer - official	
Timer - primary	
Timer - back-up	
Sergeant-at-Arms (Co-host)	
Sergeant-at-Arms (Host)	
Contest Greeter	
Contestant - Division L	
Contestant - Division M	
Contestant - Division N	
Contestant - Division O	
Contestant - Division P	
Contestant - Division Q	
Contestant - Division R	

Participants – International Speech

ROLE	ASSIGNED
Contest Chair	
Presiding Officer	
Toastmaster	
Chief Judge	
Ballot Counter	
Ballot Counter	
Ballot Counter	
Ballot Counter (alt)	
Timer - back-up	
Timer - official	
Timer - primary	
Sergeant-at-Arms (Co-host)	
Sergeant-at-Arms (Host)	
Contest Greeter	
Contestant - Division L	
Contestant - Division M	
Contestant - Division N	
Contestant - Division O	
Contestant - Division P	
Contestant - Division Q	
Contestant - Division R	