

SAA Script

For in-person meetings, or even online, if an SAA is officially opening the Contest, this is a helpful script.

(Bang the gavel or call to order)

Introduction:

Fellow Toastmasters and most welcome guests.

My name is XXXXXXX and it is my pleasure to officially call the 20xx Speech Contest to order.

Housekeeping Items:

I would like to begin with a few housekeeping items. I would ask that you turn your cell phones off or switch them to silent mode, if you haven't already done so.

For online meetings: mute your microphone and turn off your camera – if you may be distracted during the contest.

For in-person meetings: for the benefit of our guests, if you need to leave the room, please do so quietly, washrooms are located ____ and the nearest exit is _____ .

In the event of a fire alarm, please note the nearest exits are _____.

Welcoming Guests & Members:

I hope you are prepared for a great contest and some rousing speeches by our Contestants! Please feel free to show your appreciation at the end of each speech as a sign of encouragement to everyone involved in this contest!

Introduction of Chair:

Hailing from (club name? city?) - if there are multiple clubs, just mention [four or other number] clubs, number of years' service. I am pleased to present your Contest Chair, XXXXXXX. (Option to include a personal bit of information if known.)

SAA Duties

During the Contest

If there is more than one SAA participating in the evening, one sits near the door to ensure that no one enters/exits during a contestant's speaking time. The other sits near the front of the room, so they have easy access to the lectern, or setting up the stage with any equipment.

Online SAA Duties: SAA duties vary in online contests but they're still responsible for helping introduce the Chair, assisting the Meeting Zoom master, Contestants and participating in Contest briefings. Additionally, they may need to ensure accommodations are made for Contestants who have a disability; speak with them in advance about testing the alternate signaling/timing methods, and advise the Meeting Zoom Master and Timers of the accommodations.

Opening the Contest

Preparing a script for your introduction will help you remember what to say during the contest. Above all else, be upbeat, enthusiastic and welcoming. Refer to above Sample Script.

Housekeeping Reminders

Remember to include housekeeping reminders in your introduction, to aid guests and members in promoting a formal contest atmosphere. These include reminders such as:

- Turn all cell phones off or switch to silent/vibrate mode.
- Photos are not to be taken during speeches.
- Attendees will not be admitted to the Zoom meeting/Contest room while a contest speech is in progress.

Welcoming Guests

Make sure you acknowledge guests to make them feel welcome. If you are introducing Toastmaster dignitaries, ensure you refer to *Appendix: Protocol for Introducing Dignitaries*.

Introducing the Contest Chair

Give a concise and interesting introduction. Contact the Contest Chair, prior to contest day. Some of the questions you could ask the Chair:

- What are you looking forward to this evening?
- How long have you been with the club or a Toastmasters member?
- Do you have any additional designations from Toastmasters International?

Post-Contest Responsibilities

Typically, the SAA handles the clean-up activities. They may also invite everyone to help clean up the contest venue or announce an after-contest social event to celebrate the efforts of all participants!