

ROTARY DISTRICT 5220 SPEECH CONTEST 2026-27

Master of Ceremony Sample Club Contest Agenda

Master of Ceremonies Basic information and Expectations

1. Once students have arrived, have them draw a number from a hat/box to determine speaking order. Use Form 9 to record who is participating, and in what order.
2. The Master of Ceremonies of the contest should introduce the contestant to the club by stating the speech contest theme and briefly listing the rules. Explain the speakers will be introduced by **number only, with no mention of names or school affiliation until after all speakers have given their speeches**. Also explain that there is to be no applause between speakers so that judges are not influenced by the audience and that there will be silence between speakers to allow the judges an opportunity to rate the speakers. The judges will not be identified prior to the contest.
3. Introduce the first speaker as "Speaker Number One," etc.
4. After the speaker is done and there has been enough time for the judges and timekeeper to document their results, the next speaker is called forward.
5. Have the audience applaud for all the speakers at the conclusion of the speeches only. Invite each speaker up by number and have them give their name, grade, school, extra-curricular activities, plan for the future and anything else you want them to include.
6. Once the scorekeeper has completed the calculations and determined the winner, make the announcement, hand out the certificates, cash prizes and take pictures.
7. Be sure to thank the judges, scorekeeper, timekeeper, Master of Ceremonies and anyone else responsible for the contest. Thank the teachers/administrative staff if present.

Sample Agenda and Script for Day of Contest

1. Welcome to the annual Rotary District 5220 Speech Contest. The Theme is: **How Rotary Creates Lasting Impact**
2. Prize money for the club contest is \$250 1st, \$175 2nd, \$125 3rd, \$50 4th and \$25 for all remaining participants.
3. The first place winner of the Club Speech Contest will advance to the Area Contest which will be held **[enter date, location and time]**
4. We have [#] students participating today. Each speech is expected to be between 4 1/2 and 5 1/2 minutes in length. It is possible we will not finish by 1:00. If you need to leave, please do so in between student speeches.
5. Please mute or turn off your phone and be as quiet as possible during the speeches.
6. We will not introduce the students at this time and will not use their names.
7. We have drawn for speaker order. I will call up Speaker 1 and after they complete their speech they will take their seat. Please hold your applause until the end of all the speeches. I will then give the judges a minute or so to finalize their scores. [The facilitator can share Rotary facts instead of silence if they would like]. Then I will call up Speaker 2 and so on.
8. After all speeches have been given the judges and timekeeper will give their forms to the scorekeeper who will leave the room to finalize the scoring.
9. During that time students will be introduced and asked to share their plans after high school and what type of work they plan to pursue.