

Evaluation Contest Script

This script has been updated in order to comply with the latest Speech Contest Rulebook. The text that is in quotes is intended to be read verbatim by the contest master.

If the contest event includes more than one type of contest or more than one entity (multi-club or multi-area), you will need to appropriately combine contest scripts. Generally it is advised to conduct the contest with prepared speeches first.

If any contestant is in more than one contest, it is important that contestant interviews take place after the last contest of the event, as that can give an unfair advantage to the contestant in the second contest.

Prior to the start of the contest

A) Attend the Contestants Briefing to obtain the speaking order, learn how to pronounce all of the contestants' names, and the speaking area. There is space provided within the text of this script to write in the speaking order and notes on pronunciation. You will also be given a Profile for each contestant to aid you in performing the Contestant Interviews.

B) Give the Sergeant-At-Arms information for your introduction as Contest Master. Some examples are your club name, how long you have been a Toastmaster, and your Toastmaster education level and/or officer role.

C) Obtain the Name, Speech Title and Profile for the Test Speaker.

During the contest

- 1. After being introduced by the Sergeant-At-Arms, open with brief remarks or a story. Keep this to 5 minutes or less. You should not make any more remarks or add stories during the rest of the contest. This will distract contestants and judges.*
- 2. State:** "The Evaluation Contest will start with a timed 5-7 minute speech which is referred to as a 'test speech.' Evaluation contestants will then be escorted out of the room and given five minutes to prepare their evaluations. Contestants are to leave cell phones in the room."

"When the five minutes are up, the Sergeant-at-Arms will collect all of the contestants' notes. Contestants will then be escorted into the room one at a time. The contestants' notes will be returned to them as they are introduced. Each contestant will then give a 2-3 minute evaluation of the test speech which will be judged by a

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panel of judges. Contestants may remain in the room after they have given their evaluations.”

“The timer will have the green light come on at 2 minutes, the yellow light at 2 and a half minutes and the red light at 3 minutes. If the contestant is still speaking after 3 minutes, the red light is to stay on until the contestant stops speaking.”

“The rules have been reviewed with the chief judge and the contestants. The contestants have been informed of the location of the timing lights.”

“The contestants and the judges have certified their eligibility. The Contest Chair and the Chief Judge have confirmed the eligibility of both the contestants and the judges.”

NOTE: Complete the following sentence according to the level of competition (i.e. Club, Area, Division, District) and fill in the date of the next level of competition.

3. **State:** “The winner will represent

the Club at the Area _____ contest on _____

or

the Area at the Division _____ contest on _____

or

the Division at the District 37 contest on _____.”

4. **State:** “The speaking area will be...” *Point out the speaking area.*

5. **Ask:** “Mister or Madam Contest Chair, have all the contestants been briefed, are all the contestants present, and are we ready to proceed with the contest?” *Wait for an affirmative reply.*

6. **Ask:** “Mister or Madam Chief Judge, have all the Contest Officials been briefed and are we ready to proceed with the contest?” *Wait for an affirmative reply.*

7. **State:** “In order to allow the judges time to mark their judging forms, we will have one minute of silence after each contestant’s speech and we will have silence after the last contestant’s speech until all the ballots are collected.

8. **Ask:** “Time Keepers, will one of you signal me when one minute has elapsed between contestant speeches?” *Wait for an affirmative reply.*

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9. **State:** “The speaking order for the contest was determined earlier by having our contestants draw for position. The order for the contest will be:”

1. Name _____

2. Name _____

3. Name _____

4. Name _____

5. Name _____

10. **State** – “The test speaker will be introduced only by name and speech title, then I will repeat speech title and name.” (*Note: neither the manual project nor any objectives that the speaker may have shall be made known to the contestants, chief judge, voting judges, tiebreaking judge or audience.*)

11. **Ask:** “Are there any questions? If not, the Evaluation contest will now begin.”

12. **Introduction of Test Speaker** (*Name, Title, Title, Name*)

Name _____

Title _____

13. **At the conclusion of the test speech, Ask:** “Will the sergeant-at-arms please escort all of the contestants out of the room for the five minute preparation time?” (*Note: the sergeant-at-arms should be prepared to time the preparation time.*)

14. **Test Speaker Interview:** *Present the speaker with a Certificate of Appreciation, and interview him/her. Sample questions: A) which club(s) s/he belongs to, B) how long s/he has been in Toastmasters, and C) an open-ended question from the speech. Dismiss the test speaker with applause.*

NOTE: *You may need to fill the time until the five minutes are up. Consider making brief announcements that will not exceed the time.*

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- 15. When the five minute preparation time is over, state:** “Please remember to silence your cell phone or other noise-makers, no photography, refrain from leaving the room, and honor the periods of silence after each evaluation. Each contestant will be introduced only by announcing his or her name twice.

The Evaluations will now begin.”

- 16. State –** “The first contestant will now proceed to the staging area. Timer, can you let me know when one minute is up.”

During the minute of silence, the first contestant can wait in the staging area. After the minute of silence, bring up the speaker by stating:

“Please welcome <name>”, and lead applause for the speaker.

The contestant can join you on stage. The contestant is introduced by simply stating their name twice.

- 17. Lead applause before and after evaluations. After all but the last evaluation, state:** “One minute of silence please. Sergeant-at-Arms, please have the next contestant move to the staging area.” *After the minute of silence bring up the speaker as before.*

1. Name _____

2. Name _____

3. Name _____

4. Name _____

5. Name _____

- 18. After last evaluation, state:** “May we please have silence until all the ballots have been collected. Judges, please hold your ballots up when you have completed them.”

***Note:** Ballot Counters and the Chief Judge collect the ballots. Wait until the Chief Judge lets you know that all the ballots have been collected before proceeding,*

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Note: For a multi-contest event, interviews are to be held after the last contest is conducted. If this is NOT the last contest, skip Steps 19, 20, and 21, and proceed with the next contest.

- 19. Ask:** “Will the contestants please join me up front in order of appearance?” *Lead the applause as they make their way to the front.*
- 20. Contestant Interviews:** *Present each contestant with a Certificate of Participation, and interview each contestant. Sample questions: A) which club s/he represents, B) how long s/he has been in Toastmasters, and C) an open-ended question from the speech or about one of his/her interests or hobbies from the Biography form.*
- 21. Dismiss the contestants with applause, make final remarks, then receive Results Form (1168) from the Chief Judge.**

Ending the contests

- 1.** Thank the participants who have dedicated their time and efforts to the event. Present certificates of participation to the contest committee, refreshments owner, etc. DO NOT recognize the judges. Judges can be given certificates of participation discreetly after the event.
- 2.** Thank the host club and/or the facility that provided the contest location.
- 3.** Recognize the dignitaries in attendance (Trio, Past District Directors, Division Directors, Area Directors)
- 4.** Ask the district leaders if there are any announcements to be made before the winners are named.
- 5.** Ask the highest-ranking Officer (or several, if they are there) in attendance to present the awards as you announce the winners.
- 6.** Using the Results Form (1168) that the Chief Judge has completed, announce the results.

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7. Congratulate each contestant as they approach the stage to receive awards.
8. After the final winner has been announced, adjourn the meeting.