**Evaluation Contest Chair Script**

# Contestant Briefing

*Confirm the contest organiser has provided you with a kit containing the following:*

* *Blank Contestant Eligibility Forms*
* *A copy of the Toastmasters Speech Contest Rule Book*
* *Drawing cards/sticks*
* *Contestants Participation Certificates*

*Gather all speakers and cover the following points:*

* *Ensure all contestants have completed and signed their Eligibility forms.*
* *Confirm with them they are not District or International Officers nor have formally declared their intent to run for any of those offices.*
* *Ensure all contestants remove their name badges or any badge denoting Toastmasters rank or educational achievement(s).*
* *Verify pronunciation and spelling as per the agenda of each contestant’s name.*

*Draw for speaking positions.*

We have drawn the order for presentations. To remind you, you will speak in the following order:

**Repeat the order.**

**Test the timing lights so the contestants confirm they can see them.**

**Also, verify the speaking area is the stage only, and they may not leave the stage while presenting. This must be clarified with the speakers so they are all operating according to the same agreed criteria.**

At the outset of this contest all contestants will be in the main room to hear a test speech, which will be of five to seven minutes in duration. During that speech, you may take notes, using your own writing materials. At the conclusion of the test speech, you will be escorted by the ushers to a waiting room where you will have an additional five minutes during which you may continue working on your evaluation notes. The usher will provide you with a warning when four of those five minutes have elapsed.

At the conclusion of those five minutes everyone, with the exception of the first speaker, will hand their notes to the usher. I would ask you all to remember to clearly mark your notes with your name. Your notes will be returned to you immediately prior to you being called in to deliver your evaluation.

When you are ushered into the main room, you will remain off stage until I announce you by saying your name to the audience, pausing, then your name once again.

Your time will start with the first verbal or non verbal communication with the audience. You will have 2 – 3 minutes to present your evaluation. The timing lights will be activated as follows: Green light at 2 minutes - Orange light at 2 minutes and 30 seconds - Red light at 3 minutes

The red light will then stay on until you have finished speaking. No other notice will be given to indicate that you have gone overtime. You will be disqualified if your evaluation is less than 1 minute and 30 seconds or more than 3 minutes and 30 seconds. In the event of technical failure of the signal or timing equipment, you will be allowed an extra 30 seconds before being disqualified.

Once you have finished please remain to accept your applause, then I will enter the stage to shake your hand and thank you. You may then take your seat and remain to hear the following contestants. We will then have one minute silence for the Judges to record their scores.

If you have reason to do so, you may lodge a protest. Only Contestants and Judges may file a protest. All protests must be made to either the Chief Judge **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** or to myself, the Contest Chair. Once the winners have been declared, all decisions are final. Protests will not then be considered.

No recording of speeches or picture taking is permitted without permission of the Contest Chair and the Contestants. You are not permitted to take mobile phones or any electronic device out of the room during the 5 minute preparation period. Do you have any questions?

I would like to wish you all the best of luck.

# Evaluation Contest Script

*Please Note: At no time are any comments to be made along the lines of:*

*‘This speaker has been around for years’ or*

*‘Our next speaker is really experienced’ or*

*‘This person has only been a member for a short time’*

*Each speaker is to be presented in exactly the same way at all times, with no reference to their previous experience, so that all contestants receive the same, equal representation to the judges and audience.*

*Make certain the participation certificates and trophy are on stage ready to be awarded.*

*If there are less than five clubs in the Area, both first and second place getters go through to represent the club at the Area contest. If there are less than five Areas in the Division, both first and second place getters go through to represent the Area at the Division Contest. If there are five or more Clubs, or Areas, only the first place getter goes through to the next contest.*

Welcome Toastmasters and guests to the **\_\_\_\_\_\_\_\_\_\_\_\_** (Club/Area/Division)Evaluation Contest. First and Second place getters of this contest will go on to represent **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Club/Area/Division)at the **\_\_\_\_\_\_\_\_\_\_** (Club/Area/Division)Evaluation Contest to be held on the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

We have **eight** contestants competing tonight. The speaking order is as follows:

Speaker Number 1: [**PAUSE**]

Speaker Number 2: [**PAUSE**]

Speaker Number 3: [**PAUSE**]

Speaker Number 4: [**PAUSE**]

Speaker Number 5: [**PAUSE**]

Speaker Number 6: [**PAUSE**]

Speaker Number 7: [**PAUSE**]

Speaker Number 8: [**PAUSE**]

*Note: Allow sufficient time for judges and audience members to write down the names. If the spelling of a name is incorrect in the agenda, provide correct spelling at this time.*

I have verified that the spelling of contestants’ names are shown correctly in the agenda.

Anyone with any audible device, please turn it off or to silent.

Unless permission has already been given by the contest chair, no audience members are allowed to record or photograph the speakers.

Please do not leave the room while the contest is in progress.

Protests can only be lodged by contestants and voting judges.

For the information of judges, the speaking area for this contest has been defined as the stage only.

All contestants, judges, ushers, counters and timers have been briefed.

I will now ask that all contestants leave the room with the ushers except the first speaker.

If the Chief Judge is ready *– receive acknowledgement from the Chief Judge –* I would ask you to join me in welcoming *\_\_\_\_\_\_\_\_\_\_\_\_\_* with their speech *<Name of Speech> Pause <Name of Speech>* pause*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***.**

*At the conclusion of the speech, thank the speaker.*

If the ushers would kindly escort the contestants from the room and notify me immediately they are in the waiting room in order for the five minute time to commence.

*Present your first activity lasting five minutes*

*Repeat the next section for each contestant. Avoid saying terms such as “first speaker” and “last speaker”.*

Please join me in welcoming *<Name of Contestant>**Pause <Name of Contestant>*

*At the conclusion of the speech, make your way to the stage and shake the speaker’s hand.*

We will now have 1 minute silence for the judges. Timer, please indicate the completion of that minute with a green light.

*Repeat for the other contestants. After the last contestant...*

I would ask everyone to remain silent while the Judges complete their ballots. Judges, if you could please hold up your Ballot Papers upon completion for collection by the Ballot Counters.

*Wait until the Chief Judge and Ballot Counters to leave the room. This may take several minutes. Please note there is* ***no*** *time limit imposed upon judges at this stage of the contest.*

## *After the chief judge has left the room with the ballot counters...*

I would now like to ask the contestants to join me at the front to receive their participation certificates. Please hold your applause until all certificates have been presented. *(Present certificates)*

Ladies and gentlemen, please join me in showing your appreciation for this evening’s speakers.

*Conduct an activity while waiting for the Chief Judge to return.*

*The Chief Judge will return with the results. They will tell you either:*

*1. There were no disqualifications. You tell the audience this, and then continue,*

*OR*

*2. Unfortunately, there was a disqualification. You tell the audience this, and then continue.*

*In contests where there are five or more contestants, third, second and first places are announced in that order. In contests where there are four or less contestants, only second and first places are announced.*

In third place, please congratulate ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

In second place, please congratulate ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

And, finally, the winner, and the person who will go on to represent ***\_\_\_\_\_\_\_\_\_\_\_*** (Club/Area/Division)at the ***\_\_\_\_\_\_\_\_\_\_***(Club/Area/Division)Contest is ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*(There will be photographs taken.)*

That concludes the **\_\_\_\_\_\_\_\_\_\_\_\_** (Club/Area/Division)Toastmasters Evaluation Speech Contest. Congratulations to everyone involved and I will now hand you over to....