

District 73  
Contest Chair Resource

October 2019

Evaluation Contest Script

* The following script is designed to be used by Contest Chairs for the Evaluation Contest at Club, Area, Division and District Levels in District 73.
* The following script was designed to comply with the rules contained within the Speech Contest Rulebook effective from 1 July 2019 to 30 June 2020.
* The script is a suggested format. Any modifications must comply with the Rulebook.
* The script is a resource for Toastmasters in District 73 and its main purpose is to assist Contest Chairs in executing their roles.

The contest script is divided into four parts and they are as outlined below:

A) Before Contestant Briefing

Ensure that the following items are obtained, as they will be used during the contest

* Speaker’s Certification of Eligibility and Originality (Item 1183)  
   - 1x per contestant and spare copies.
* Participation Certificates - 1x per contestant
* Spares should be prepared to be used if they are needed.
* Check with the contest organiser whether Contestant names were printed on the Certificates in advance. If not, the Contest Chair can handwrite the names.
* Contest Rulebook 2019/2020 – for reference.
* Evaluation Contest Notes (Item 1177)
* Tool to determine speaking order. The following are some tools/items that

can be used for this purpose:

* Playing cards
* Paddle Pop sticks

Please note that once a tool has been decided on, it should be used   
 consistently and fairly throughout the contest in order to determine the  
 speaking order in a random manner.

* Speech Contestant Profile (Item 1189) – if used.
* Contest Trophies for placegetters and Perpetual Trophy for winner

*– if applicable.*

B) Contestant Briefing

The following is a suggested order for the briefing. The order can be switched around, depending on how the Contest Chair would like to conduct the briefing.

Please ensure that the ushers/sergeant at arms attend this briefing.

1. **Eligibility Form (Form 1183) and additional rules for the Evaluationcontest**

* Ensure that all contestants sign Form 1183.
* Check that all contestants are eligible to compete in the contest, referring to the eligibility criteria, and rulebook if necessary.
* Ensure that all contestants understand the rules contained within the rulebook.
* Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one sheet may be used. An equal amount of sheets must be given to each contestant to ensure fairness.
* At the conclusion of the test speech, all contestants must leave the room. They then have five minutes to prepare their evaluation in the preparation room using the Evaluation Contestant Notes sheet.
* The contest usher/sergeant-at-arms will start the time once all contestants are seated and are ready to prepare their notes.
* Timing and preparation supervision must be under the control of the contest usher/sergeant-at-arms.
* Where it is not practical for contestants to leave the room, contestants will complete their five-minute preparation in the same room under the control of the contest usher/sergeant at arms.
* The contest usher/sergeant at arms will indicate a warning at four minutes, during the preparation time.
* Contestants must not use digital or other devices during the contest to gain an unfair advantage.
* After five minutes have elapsed, no further preparation is allowed and with the exception of the first contestant, who is called back as first evaluator, all others must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms.
* The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.

1. **Speaking order**

* Order is drawn using the item in A)
* Draw should be conducted in a consistent but fair manner to ensure that the speaking order is allocated at random.
* Repeat the order to contestants so that the order is clearly defined.
* For contestants that are scheduled to compete, but are not present at the briefing, the speaking order is drawn for them on their behalf.
* Contestants will not be able to compete if they arrive after the contest chair is introduced to the audience.

1. **Contestant name**

* Verify the pronunciation of contestant names, and that the names are correctly spelt on the agenda.

1. **Speaking area**

* Acquaint contestants with the exact speaking area, including the lectern, tables, lighting, microphone, etc. All contestants must have the opportunity to test any amplifying equipment before the contest.
* The speaking area should be clearly defined to contestants, and contestants are to speak within this designated area.

1. **Timing**

* Contest chair should ensure that contestants can clearly see the timing lights by testing the lights to ensure that they are working.
* If a contestant has a visual impairment, ensure that alternative arrangements are available eg: a bell/chime.
* Contestants should be briefed about the following:
* Timing will begin with the first definite verbal or non-verbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
* Contestants should begin speaking within a short time after arriving at the speaking area and are not permitted to delay the contest unnecessarily.
* Evaluation speeches must be from two to three minutes. A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds.
* A green signal will be displayed at two minutes and remain displayed for 30 seconds.
* A yellow signal will be displayed at two minutes and 30 seconds and remain displayed for 30 seconds.
* A red signal will be displayed at three minutes and will remain on until the evaluation is concluded.
* No further warning will be given after the red light has been turned on.
* In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.

1. **Recordings**

* Any contestant who wishes to record their speech would need to obtain the approval of the contest chair to do so. The contest chair would then announce this in the audience briefing.
* The contestant must ensure that the recording can be done without substantially disrupting the contest.

1. **Protests**

* Protests are limited to eligibility and originality and must only be lodged by voting judges and contestants.
* Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s).
* The Chief Judge, Contest Chair and Voting Judes must not consider protests from audience members.

1. **Any further questions**

* Clarify that all contestants are clear about the rules that have just been explained.
* Ask whether there are any further questions, before closing the briefing.

C) Audience Briefing and the actual Contest

The following is a sample/suggested script for the audience briefing.

Contest chairs are able to change the order of information presented below. Variations to this are permitted, only if they conform to the rules in the Contest Rulebook.

Please note that Contestants will not be able to participate in the contest if they arrive after the Contest Chair is introduced.

“Welcome to the (fill in name of Club/Area/ Division or District) Evaluation Contest

First Place/Top 2 Placegetters

(cross out the irrelevant option) will proceed

on to compete at the

(fill in name of next Area/Division/District) Evaluation Contest

to be held on the

(fill in the date/time/venue of the next level contest – if available at this stage)

I am (insert your name), and I will be the Contest Chair.

There are (insert number of contestants) contestants competing in the contest today, and the speaking order is as follows:”

|  |  |
| --- | --- |
| **Order** | **Name (clearly pronounced)** |
| Speaker #1 |  |
| Speaker #2 |  |
| Speaker #3 |  |
| Speaker #4 |  |
| Speaker #5 |  |
| Speaker #6 |  |
| Speaker #7 |  |
| Speaker #8 |  |
| Speaker #9 |  |
| Speaker #10 |  |

Note: In order to save time during the audience briefing the speaking order can be given to the judges during the judges briefing. Provided judges have been given the speaking order it is not necessary for the contest chair to announce the speaking order to the audience. They can do so if they wish but it is not necessary to spell the contestants names as they are usually printed on the program or agenda.

“There will be a Test Speaker for this contest. The test speech must be either a contest-type speech, a speech from one of the assignments in the Competent Communication manual, or a project speech from the Toastmasters Pathways learning experience”

“Neither the manual project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience”

“The speaking area is defined as the area from

to (define speaking area)”

“If you have a mobile phone, kindly turn it to silent, or turn it off. This is to prevent it from being a distraction to the contestants”

“Please keep all aisles clear of obstructions”

“No photography and videos are to be taken when the contest is in progress.”

(If any contestants were granted permission to record their speech, then the following is said)

“However, (insert Contestant name/names) will be recording their speeches, and permission has been granted for the contestant/these contestants to record their speeches.”

“No one is permitted to enter or leave the room when the Contest is in progress. The Sergeant-at-arms, will secure the doors prior to the first contestant being introduced.”

“Please note that there will be a minute of silence between contestants for the judges to mark their scoring sheets. After the last contestant has spoken, there will be silence until all ballots have been collected.”

“The Chief Judge for this contest is . Judges,

timers, counters and ushers (if applicable) have been briefed.

“Chief judge, are we ready to proceed? If so, Let the Contest Begin!”

“I would like to invite the Test Speaker up on stage to deliver the test speech”

Clearly announce the Test Speaker’s name, Title, Title and name. Ensure that all contestants can clearly hear and pronounce the speaker’s name and speech title.

“Please Welcome (test speaker name),

(title of test speech),

(title of test speech),

(test speaker name),”

\* Test Speaker delivers speech

Announce the following after the speaker finishes his/her speech

“I would like the ushers/sergeant at arms to escort all contestants to the preparation room where they will have five minutes of preparation time”

\* Contestants prepare their evaluation notes

While the contestants are preparing their notes the contest chair can interview the test speaker so that the audience can get to know them better.

Introduce contest evaluators by their Name twice. Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker’s club or place of residence. Introduce each contestant slowly and clearly. Ensure that there is a lectern for them to place their Evaluation notes.

For example:

“Please join me in welcoming Eva Later, Eva Later”

Shake hands with the Contestant to hand over control. After he/she has finished, regain control of the stage by shaking their hand, and announce: “We shall now observe 1 minute of silence for the judges to mark their ballots. Timers, please indicate the end of this minute with a Green Light”

The next speaker is invited into the room within the 1 minute of silence

Repeat this process until all Contestants have spoken. Announce the following after the last contestant has finished

“We shall now observe silence until all ballots have been collected by the ballot counters.”

Whilst the ballot counters are counting the ballots the contest chair will interview the contestants.

* Whilst the ballots are counted, re-introduce the Contestants on stage, and present their certificates of participation. A short interview may be conducted at this time, using the contestant’s biographical information as a guide.

D) Announcement of Results

When the Chief Judge returns with the results, announce one of the following, depending on what is written on the Results Form

**If there were time disqualifications**

**“**Unfortunately there was/were time disqualification(s)”

**If there were no time disqualifications**

“There were no time disqualifications”

Invite District Officers (if available) to present trophies/certificates to the winners

If there were 3 or more contestants, the Top 3 places are announced

If there were 2 contestants, the Top 2 places are announced

If there was only 1 contestant, the winner is announced

“In 3rd Place, Please Congratulate

“In 2nd Place, Please Congratulate ”

“And finally, in 1st Place, Let us Congratulate ”

“That concludes the Evaluation Contest. I will now hand you over to

(hand over control)”