

## Evaluation Contest Script

The script's purpose is to ensure that contest rules such as speaker introductions and timing are adhered to. As long as you cover items outlined in the current [Speech Contest Rulebook](#), you may modify the script.

Sergeant at Arms	<p><b>Call contest to order</b></p> <p><i>Welcome fellow Toastmasters and honored guests to (NAME of Contest, e.g.: Area A1; Division A; District 101 International Speech Contest for 2021).</i></p> <p>Here are some logistical information:</p> <p style="background-color: yellow;"><b>Everyone is requested to stay muted except for the speaker on stage. Everyone is requested to turn off their video except for the signaling timer and the speaker on stage.</b></p> <p>Please do not take photographs or video recordings during any contestant speeches. Video recording is allowed only for people who have received advanced approval from the Contest Chair.</p> <p>Please take a moment now to turn off or silence cell phones and any other devices that may make noise during the contest.</p> <p style="text-align: center;"><b>Introduce appropriate officer (District PQD/Division or Area Director)</b></p> <p><i><b>Tech Chair</b> plays applause clip. Wait for applause to end before speaking.</i></p>
District PQD/Division or Area Director	<p><i>Thank you (SAA Name)</i></p> <p style="text-align: center;"><b>(Welcome Everyone &amp; Introduce Guests)</b></p> <p><i>Before we begin, I want to recognize the dignitaries who have joined us today.</i></p> <p style="text-align: center;"><b>(Announce in the following order)</b></p> <ul style="list-style-type: none"> <li>◊ current International Director (Region 2)</li> <li>◊ current District 101 officers             <ul style="list-style-type: none"> <li>○ Program Quality Director</li> <li>○ Club Growth Director</li> </ul> </li> <li>◊ Immediate Past District 101 Director             <ul style="list-style-type: none"> <li>○ Current PR Manager</li> <li>○ Current Administration Manager</li> <li>○ Current Finance Manager</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Current Parliamentarian</li> <li>o Current Logistics Manager</li> <li>o Current Division Directors</li> <li>◇ Current Division Area Directors</li> <li>◇ Other District 101 Area Directors in order</li> <li>◇ Other Region current International Directors (non-Region 2)</li> <li>◇ Other District current District Directors</li> <li>◇ Other District current Division Directors</li> <li>◇ Other District current Area Directors <ul style="list-style-type: none"> <li>o Past International Directors (Region 2 first)</li> <li>o Past District Directors (101 first)</li> </ul> </li> </ul> <p>(If any contestant is a past Dignitary do not announce them at this time. That information is brought out as part of the Contestant interview.)</p> <ul style="list-style-type: none"> <li>◇ <i>We are preparing for the next term of office starting 1 July. There are a variety of offices in the District that are up for election. The elections will be held on <b>(DATE)</b> at the District Conference on <b>(DATE)</b>.</i></li> <li>◇ <i>Here are the current candidates for elected positions in District 101: <b>(use the list provided by the PQD or the District Director.)</b></i></li> </ul> <p><i>Speech contests are an important part of the Toastmasters educational program. They are a celebration of our Toastmasters speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.</i></p> <p><i>To help us start this celebration please welcome our Contest Chair <b>(NAME)</b></i></p>
<p>Contest Chair</p>	<p><b>Welcome</b></p> <p>Good morning, everyone!</p> <p>Evaluations are at the heart of the Toastmasters program. It's how we all learn and improve, in our quest to become better communicators and leaders.</p> <p>Today, you will see (number of Contestants) contestants who have advanced from the club level, compete to be our next Area level Champion!</p>

	<p><i>Introduce Contest Toastmaster</i></p> <p>Please welcome, the Name of the Toastmaster.</p> <p><i><b>Tech Chair</b> plays applause clip. Wait for applause to end before speaking.</i></p>
<p>Contest Toastmaster</p>	<p>Thank you _____ <b>Name of the Contest Chair</b> _____.</p> <p>The purpose of a Speech Evaluation is to motivate a speaker to continue to improve by providing reinforcement of their strengths while offering useful advice for improvement.</p> <p>The contest will begin with a 5-7 minute speech from a test speaker, after which the evaluation contestants will have 5 minutes in a breakout room to work on their evaluation. Contestants will be called back to this room one at a time to deliver their evaluation.</p> <p>The contestants have agreed upon the speaking area, which is the frame of their camera.</p> <p>Contestants should stay in the frame, as any movement out of the frame which includes parts of their face or upper body will make it difficult for judges to observe them.</p> <p>Contestants may not use props. If they choose to use a virtual background, it must be all white or an official Toastmasters background.</p> <p>Before introducing a contestant, I will check their audio/visual by saying,</p> <p>Contestant #, &lt;Name&gt;, How's your day going? Can you see the Timer?</p> <p>To eliminate any perception of bias, I will then introduce each contestant in the same way: contestant name, contestant name.</p> <p>The speaking order has been chosen randomly by drawing lots, and I will announce the order now. The Contest Chair will post the speaking order in the chat window.</p> <p><i>Read the speaking order and say each contestant's name the same way. Repeat the name. Be sure to pause after each to provide the audience time to mark their program.</i></p>

	<ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> </ol> <p>I will now introduce our Chief Judge _____ to review the contest rules.</p> <p><i>Tech Chair plays applause clip. Wait for applause to end before speaking.</i></p>
<p>Chief Judge</p>	<p>Thank you _____ <b>Name of the Toastmaster</b> _____.</p> <p>Good morning, everyone. Here are the contest rules.</p> <p>To be eligible, each contestant must be a member in good standing of the club they are representing, and the club must also be in good standing, meaning the club has 8 or more members and that their membership dues are current with Toastmasters International.</p> <p>It has been confirmed that all contestants are eligible.</p> <p>All judges must also be paid members for a minimum of six months. There are ___ judges and a secret tie-breaker judge known only to me.</p> <p>Timing will begin with the contestant’s first definite verbal or nonverbal 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, etc.</p> <p>If a contestant speaks for less than one minute 30 seconds or more than three minutes 30 seconds, they will be disqualified. Timer will show the green signal at 2 minutes, the yellow signal at 2 minutes 30 seconds, and the red signal at 3 minutes, which will remain on until the speech is concluded. There will be no signal given for going overtime. Thank you Timer.</p> <p>After the contestant has finished, he or she can remain in the room to hear subsequent speakers.</p> <p>In the event of a technical failure with the signal or timing device, the Timer will allot 30 additional seconds for the speaker. Judges are instructed not to consider time in their ranking of the speakers.</p>

	<p>There will be one minute of silence after each contestant for judges to mark their ballots. After the final contestant, there will be additional silence until ballots are collected and ballot counters have moved to the Breakout Room.</p> <p>Prior to announcing the results at the end of the event, the Area Director (Name of the Area Director), will announce if time disqualifications occurred, but not name the contestant(s) involved.</p> <p>Protests based on eligibility may be entered only by the contestants or judges to either me, the Chief Judge, or the Contest Chair ___.</p> <p>Once the results have been announced, all decisions are final. The judges, timers, and ballot counters have all been briefed and are qualified to fulfill their roles.</p> <p>Please welcome back up our Toastmaster, Elaine Lung.</p> <p><i><b>Tech Chair</b> plays applause clip. Wait for applause to end before speaking.</i></p>
<p>Contest Toastmaster</p> <p>Test Speaker</p>	<p>Thank you, Xianghong. It's time to begin the contest!</p> <p>Test Speaker ___<b>Ann</b>_____</p> <p>How's your day going?</p> <p>Can you see the Timer?</p> <p>Please welcome</p> <p>&lt;Test Speaker Name&gt; &lt;Speech Title&gt; &lt;Speech Title&gt; &lt;Test Speaker Name&gt;</p> <p><i>Speaks for 5-7 mins</i></p> <p><i><b>Tech Chair</b> plays applause clip. <b>Toastmaster</b> waits for applause to end before speaking.</i></p> <p>Thank you <b>Ann</b>_____.</p>
<p>Contest Toastmaster</p>	<p>Tech Chair, please move the Sergeant at Arms and contestants to the breakout room. Once all contestants have moved to the breakout room and 5 minutes have passed, please have the first contestant return to the main room.</p>

	<p><b>Tech Chair</b> messages Toastmaster to confirm SAA and all contestants have moved to the Breakout Room. Tech Chair messages Toastmaster when done</p> <p>Timer, please indicate when 5 minutes have elapsed.</p> <p>Now it's time to get to know our Test Speaker, Ann!</p> <p>Ann, please join me again on stage! Let's give Ann another round of applause.</p> <p><b>Tech Chair</b> plays applause clip. <b>Toastmaster</b> waits for applause to end before speaking.</p> <p>Interview Test Speaker.</p> <p>The timer shows <b>YELLOW</b> at 4 minutes to indicate the last question. The timer shows <b>RED</b> at 5 minutes for Toastmaster to prepare for the first contestant.</p> <p>When Timer shows <b>Red Card</b>, <b>Tech Chair</b> messages SAA that we are ready for the first contestant.</p>
<p>Contest Toastmaster</p>	<p><i>Toastmaster watches out for contestants to show up on the Participants list in order to proceed with introductions.</i></p> <p>We are ready to begin the evaluations.</p> <p>Contestant #1 &lt;Name&gt;, How's your day going?</p> <p>Can you see the Timer?</p> <p>&lt;Name&gt; &lt;Name&gt;</p> <p><b>Tech Chair</b> plays applause clip. <b>Toastmaster</b> waits for applause to end before speaking.</p> <p>Thank you, _____.</p> <p>Please remain silent for 1 minute while judges mark their ballots.</p> <p><b>Tech Chair</b> messages SAA to have the next contestant return to the main room.</p> <p>_____</p> <p>Contestant #2 &lt;Name&gt;, How's your day going?</p>

Can you see the Timer?

<Name> <Name>

***Tech Chair** plays applause clip. **Toastmaster** waits for applause to end before speaking.*

Thank you, \_\_\_\_\_.

Please remain silent for 1 minute while judges mark their ballots.

***Tech Chair** messages SAA to have the next contestant return to the main room.*

\_\_\_\_\_

Contestant #3 <Name>, How's your day going?

Can you see the Timer?

<Name> <Name>

***Tech Chair** plays applause clip. **Toastmaster** waits for applause to end before speaking.*

Thank you, \_\_\_\_\_.

Please remain silent for 1 minute while judges mark their ballots.

***Tech Chair** messages SAA to have the next contestant return to the main room.*

\_\_\_\_\_

Contestant #4 <Name>, How's your day going?

Can you see the Timer?

<Name> <Name>

***Tech Chair** plays an applause clip. **Toastmaster** waits for applause to end before speaking.*

Thank you, \_\_\_\_\_.

Please remain silent for 1 minute while judges mark their ballots.

	<p><i><b>Tech Chair</b> messages SAA to have the next contestant return to the main room.</i></p> <hr/> <p>Contestant #5 &lt;Name&gt;, How's your day going?</p> <p>Can you see the Timer?</p> <p>&lt;Name&gt; &lt;Name&gt;</p> <p><i><b>Tech Chair</b> plays applause clip. <b>Toastmaster</b> waits for applause to end before speaking.</i></p> <p>Thank you, _____.</p> <p>Please remain silent for 1 minute while judges mark their ballots.</p> <p><i><b>Tech Chair</b> messages SAA to have the next contestant return to the main room.</i></p> <hr/> <p>Contestant #6 &lt;Name&gt;, How's your day going?</p> <p>Can you see the Timer?</p> <p>&lt;Name&gt; &lt;Name&gt;</p> <p><i><b>Tech Chair</b> plays applause clip. <b>Toastmaster</b> waits for applause to end before speaking.</i></p> <p>Thank you, _____.</p> <p>Please remain silent for 1 minute while judges mark their ballots.</p>
<p>Contest Toastmaster</p>	<p><b>Tally and Collect Ballots</b></p> <p>Please continue to remain silent until Judges submit their ballots and Ballot Counters have left the room. Timer, please submit the Timer Record Sheet to the Chief Judge.</p> <p><i><b>Timer</b> times 5 - 10 minutes.</i></p> <p><i><b>Toastmaster</b> proceeds with interviews once</i></p> <ul style="list-style-type: none"> <li>• <i><b>Chief Judge</b> messages Toastmaster to confirm all ballots</i></li> </ul>

	<p><i>have been received</i></p> <p>OR</p> <ul style="list-style-type: none"> <li>• <b>Timer</b> shows <b>RED</b> after 5/10 minutes have passed</li> </ul> <p>Whichever comes first.</p> <p><i>(Absolute silence while we wait)</i></p>
<p>Contest Toastmaster</p>	<p>All the ballots have been collected and the Ballot Counters have left the room</p> <p><i><b>Tech Chair</b> moves Ballot Counters and Chief Judge to the Breakout Room.</i></p> <p><b>Contestant Interview</b></p> <p><i><b>Timer</b> turns off the video.</i></p> <p><i><b>Tech Chair</b> allows all contestants to unmute and show video.</i></p> <p><b>Contestants, please turn your video on at this time.</b></p> <p>Let's give another round of applause to all our contestants!</p> <p><i><b>Tech Chair</b> plays applause clip. <b>Toastmaster</b> waits for applause to end before speaking.</i></p> <p>Now it's time to get to know our contestants! I'll be interviewing you in the order that you spoke.</p> <p>&lt;Contestant Name&gt;, Thank you for participating.</p> <p><i>Ask each contestant</i></p> <ol style="list-style-type: none"> <li><i>1. Please share the name of your club and how long you have been a Toastmaster.</i></li> <li><i>2. Ask one other question based on their profile form.</i></li> </ol>
<p>(Chief Judge)</p>	<p><i>While the contestants are being interviewed, the Chief Judge collects the tallies and prepares the names of the winners to send to the Contest Chair.</i></p> <p><i>Chief Judge messages the Contest Chair if there were any disqualifications.</i></p> <p><i>Chief Judge messages Toastmaster to conclude interviews.</i></p>

	<p><i>The contest Chair passes the list of winners and disqualifications to the Director, _____ to announce.</i></p>
<p>Contest Toastmaster</p>	<p>Thank you, Contestants. Let's give them one more round of applause.</p> <p><i><b>Tech Chair</b> plays applause clip. Wait for applause to end before speaking.</i></p> <p>Contestants, please mute yourself and turn your video off.</p> <p>The results of the Evaluation Contest will be announced at the end of the event, along with the results of the International Speech Contest, so be sure to stay through the event.</p> <p>*****Its time for the break*****</p>

In case of any questions please reach out to the conference Chair - Ishrath Fatima - [ishrathtoastmastersis@gmail.com](mailto:ishrathtoastmastersis@gmail.com)