

Evaluation and Humorous Speech Contest Script

The following is a suggested script for the Evaluation and Humorous Speech contests.

Text to be read is in italics. Instructions are in normal font.

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 – but do consider time carefully if you add any additional content.

Sergeant at Arms	<p>Call contest to order</p> <p><i>Welcome fellow Toastmasters and honored guests to District 101, _____ Evaluation and Humorous Speech Contests for 20____.</i></p> <p><i>Here is some logistical Information: (as applicable to your venue)</i></p> <p><i>Restrooms are located _____.</i></p> <p><i>Please take advantage of the break to use the restrooms. During speeches, the audience will not be allowed to leave or return to their seats.</i></p> <p><i>Please do not walk around any other areas of the building, for security reasons.</i></p> <p><i>Do not take photographs or video recordings during any contestant speeches. Video recording is allowed only by those who have received advanced approval from the Contest Chair.</i></p> <p><i>Please take a moment now to turn off or silence cell phones and any other devices that may make noise during the contest.</i></p> <p>Introduce Host Area or Division Director</p>
Area or Division Director	<p>Welcome</p> <p><i>Before we begin, I want recognize the dignitaries who have joined us today.</i></p> <ul style="list-style-type: none"> - Use current protocol list. If not available, announce in following order: Current International Directors, Current District Officers from other Districts, Current District Top 3 & Immediate Past District Director, Host Division Director, Other Current Division Directors, Current Administrator Manager/ Finance Manager/Logistics Manager/Parliamentarian, Current Area Directors, Past International Directors, Past District 4 Directors/Governors, Past District Directors/Governors of other Districts (Then ask if there are other dignitaries present.) <p><i>Speech contests are an important part of the Toastmasters Educational Program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.</i></p> <p><i>(Customize the next paragraph appropriately for the level of your contest)</i></p> <p><i>Today's Evaluation and Humorous Speech Contest winners will progress to the Area ___ contests, which will take place on September _____. Those winners will continue to represent Area ___ at the Division ___ contests, which will take place on October _____. Those winners will continue on to represent Division ___ at the District 101 Contests, which will take place during the Fall Conference on November _____. If an area or division contest winner is unable to participate in the next contest level, the highest placed available contestant will advance.</i></p> <p>Introduce Evaluation Contest Toastmaster</p>

Evaluation and Humorous Speech Contest Script

Evaluation
Contest
Toastmaster

Thank you _____.

Welcome, Contest Procedures

Welcome everyone. I will begin with an overview of the Evaluation contest procedures, for the benefit of our guests and newer members.

The purpose of an Evaluation is to motivate the speaker to continue to improve by providing reinforcement for their strengths and gently offering useful advice for improvement.

The Test Speaker will start the contest with a 5-to-7 minute speech. The contestants will each present a 2-to-3 minute evaluation of the speech. The judges will score each contestant and the winner will be the highest scoring qualifying contestant.

During the Test Speech, contestants may make notes using only the "Evaluation Contestant Notes sheet" that I have provided. All contestants will then be escorted out of the room by the Sergeant-at-Arms and given 5 minutes to prepare their Evaluation. The Sergeant-at-Arms will calculate the 5 minutes, and the Timer will give a signal to me as a warning.

After 5 minutes, the Sergeant-at-Arms will take all notes from the contestants. When a contestant's time to speak has arrived, the Sergeant-at-Arms will return his or her notes and escort the contestant back into the room. After delivering their evaluation, contestants may stay in the room. No one else will be allowed in or out of the room during the evaluations.

There will be one minute of silence after each evaluation for the judges to mark their ballots. After the final contestant, I will ask for silence until the judges are finished ranking the contestants and the counters have collected all the ballots.

The contestants have agreed upon the following speaking area (illustrate it).

To eliminate any perception of bias, I will introduce each contestant in the same way: Contestant Number, Name, and Name again

The speaking order has been chosen randomly by drawing lots, and I'll announce the order now. You may want to mark your program with the contestant numbers.

Read speaking order and say each contestant's name the same way. Be sure to pause after each to provide audience time to mark their programs.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I will now introduce our Chief Judge to review some of the contest rules:

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Evaluation
Contest
Chief Judge

Thank you _____.

Eligibility

To be eligible, each contestant must be a member in good standing of the club they are representing, and the club must also be good standing. That is, their membership dues are current with Toastmasters International.

The following members are not eligible to compete:

- *Any current International or District officer (such as Area Director or District Finance Manager) and any announced candidates for International or District office next term.*
- *A member serving as a judge at any level for a contest in which the member is still competing.*

Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest. However, if they win more than one club contest, they can represent only one of those clubs at the area level. No contestant can compete in more than one area speech contest of a given type, even if the two areas are in different divisions or districts.

It has been confirmed that all contestants are eligible.

Other Rules

The subject of Evaluation Contest speeches shall be limited to oral evaluations of the Test Speaker's speech.

The time of the Evaluation Speech is 2 to 3 minutes, with 30 seconds grace periods. A contestant will be disqualified if the speech is less than 1 minute 30 seconds or more than 3 minutes 30 seconds.

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 form of verbal or nonverbal communication.

The timing signals are visible from the speaker area, and will be activated as follows (ensure the timekeepers activate the lights/cards as you indicate time):

- *Green at 2 minutes,*
- *Amber at 2 minutes and 30 seconds,*
- *Red at 3 minutes. The red signal will be displayed until the contestant has finished speaking. No notice will be given if a contestant speaks past the grace period.*

In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.

Prior to announcing results, the chair will announce if time disqualifications occurred, but not name the contestant(s) involved.

Continued ...

Evaluation and Humorous Speech Contest Script

	<p><i>Judges have been instructed not to consider time in their ranking of the contestants. There are ___ judges, and a secret tie breaker judge known to me.</i></p> <p><i>All judges at area, division, and district speech contests shall have been a Toastmasters member in good standing for a minimum of 6 months and have completed at least 6 Competent Communication manual projects.</i></p> <p><i>Protests based on eligibility may be entered only by the contestants or judges to either the Chief Judge or Contest Chair _____.</i></p> <p><i>Once the results have been announced, all decisions are final.</i></p> <p><i>The judges, timers, and ballot counters have all been briefed and are qualified to fulfill their roles.</i></p> <p><i>Are there any questions?</i></p> <p>Reintroduce Toastmaster</p>
<p>Evaluation Contest Toastmaster</p>	<p><i>It is time to begin the contest! Please help me welcome our test speaker.</i></p> <p>Introduce Test Speaker</p> <p>Name, speech title, speech title, name</p> <p>(Do not give any additional information about the Test Speaker)</p> <p>Name: _____</p> <p>Title: _____</p>
<p>Test Speaker</p>	<p>5-7 minute Test Speech</p> <p>The test speech shall be either a contest-type speech, or taken from one of the assignments in the Competent Communication manual.</p>
<p>Evaluation Contest Toastmaster</p>	<p><i>Sergeant-at-Arms, please escort all the evaluation contestants out of the room, and bring back the first contestant after 5 minutes.</i></p> <p><i>Timer, please indicate to me when five minutes have elapsed.</i></p> <p>(Sergeant-at-Arms should time from when evaluators start making notes. The Timer is a backup to tell you when to wrap up.)</p> <p>During the 5 minutes, interview the Test Speaker and provide a Certificate of Appreciation.</p>

Evaluation and Humorous Speech Contest Script

<p>Evaluation Contest Toastmaster</p>	<p>Introduce Contestants</p> <p>(Contestant number, contestant name, contestant name)</p> <p>Contestant 1, _____, _____</p> <p><i>One minute of silence for the judges to mark their ballots.</i></p> <p>(timing light red during silence, off at end of 1 minute)</p> <p>Contestant 2, _____, _____</p> <p><i>One minute of silence for the judges to mark their ballots.</i></p> <p>(timing light red during silence, off at end of 1 minute)</p> <p>Contestant 3, _____, _____</p> <p><i>One minute of silence for the judges to mark their ballots.</i></p> <p>(timing light red during silence, off at end of 1 minute)</p> <p>Contestant 4 , _____, _____</p> <p><i>One minute of silence for the judges to mark their ballots.</i></p> <p>(timing light red during silence, off at end of 1 minute)</p> <p>Contestant 5, _____, _____</p> <p><i>One minute of silence for the judges to mark their ballots.</i></p> <p>(timing light red during silence, off at end of 1 minute)</p> <p>Contestant 6, _____, _____</p> <p><i>One minute of silence for the judges to mark their ballots.</i></p> <p>(timing light red during silence, off at end of 1 minute)</p>
<p>Evaluation Contest Toastmaster</p>	<p>Tally and Collect Ballots</p> <p><i>Please remain silent until the judges have completed their ballots, and the counters have left the room with the ballots. Judges: raise your ballots when you are finished.</i></p> <ul style="list-style-type: none"> • Silence will be painful, but don't rush the judges! Make sure to enforce silence!! • Confirm that all ballots have been collected before you proceed. <p>Certificates of Participation</p> <p>After all ballots have left the room - Call up each contestant up and award a certificate of participation. Ask each contestant the name of their club and how long they have been a Toastmaster.</p> <p>Call for Break</p>
	<p>Break</p>

Evaluation and Humorous Speech Contest Script

<p>Sergeant at Arms</p>	<p>Call contest to order. Welcome back. Reminders:</p> <ul style="list-style-type: none">- <i>Please turn off or silence cell phones and any other devices that you may have used during the break.</i>- <i>Do not take photographs or video recordings during any contestant speeches. Video recording is allowed only by prior approval from the Contest Chair.</i> <p>Introduce Humorous Speech Toastmaster</p>
<p>Humorous Speech Contest Toastmaster</p>	<p><i>Thank you _____ .</i></p> <p>Welcome, Contest Procedures</p> <p><i>Welcome everyone. I will begin with an overview of the Humorous Speech contest procedures, for the benefit of our guests and newer members.</i></p> <p><i>In this contest, we will hear an original Humorous Speech from each Contestant. One of the purposes of the Humorous Speech Contest is to recognize the value of humor in all our speeches.</i></p> <p><i>There will be one minute of silence after each contestant for the judges to mark their ballots. After the final contestant, I will ask for silence until the judges are finished ranking the contestants and the counters have collected all the ballots.</i></p> <p><i>The contestants have agreed upon the following speaking area:</i></p> <p>_____</p> <p><i>To eliminate any perception of bias, I will introduce each contestant in the same way: Contestant Number, Name, Speech Title, Name,</i></p> <p><i>The speaking order has been chosen randomly by drawing lots, and I'll announce the order now. You may want to mark your program with the speaking order.</i></p> <p>Read speaking order and say each contestant's name the same way. Be sure to pause after each to provide audience time to mark their programs.</p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____6. _____ <p><i>I will now introduce our Chief Judge to review some of the contest rules:</i></p> <p>_____</p>

Evaluation and Humorous Speech Contest Script

Humorous
Speech
Contest
Chief Judge

Thank you _____.

Eligibility

To be eligible, each contestant must be a member in good standing of the club they are representing, and the club must also be good standing. That is, their membership dues are current with Toastmasters International.

The following members are not eligible to compete:

- *Any current International or District officer (such as Area Director or District Finance Manager) and any announced candidates for International or District office next term.*
- *A member serving as a judge at any level for a contest in which the member is still competing.*

Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest. However, if they win more than one club Humorous Speech Contest, they can represent only one of those clubs at the area level. No contestant can compete in more than one area speech contest of a given type, even if the two areas are in different divisions or districts.

It has been confirmed that all contestants are eligible.

Other Rules

The subject for the humorous speech is selected by the contestant. The speaker shall avoid potentially objectionable language, anecdotes, and material. The speech must be thematic in nature (with an opening, body, and close), rather than a monologue (or series of one-liners).

All speeches are to be substantially original: any quoted material must be so identified during the speech presentation.

Contestants are permitted to remain in the room throughout the duration of the contest.

Contestants will quietly set up any props or visual aids in the one minute of silence before their introduction. Upon being introduced, the contestant will proceed immediately to the speaking position.

The time of the Humorous Speech is 5 to 7 minutes with 30 second grace periods. Any speaker speaking less than 4 minutes 30 seconds or more than 7 minutes 30 seconds will be disqualified.

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 by another person, etc.

Continued ...

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The timing signals are visible from the speaker area, and will be activated as follows (ensure the timekeepers activate the lights/cards as you indicate time):

- *Green at 5 minutes,*
- *Amber at 6 minutes,*
- *Red at 7 minutes. The red signal will be displayed until the contestant has finished speaking. No notice will be given if a contestant speaks past the grace period.*

In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.

Prior to announcing results, the chair will announce if time disqualifications occurred, but not name the contestant(s) involved.

Judges have been instructed not to consider time in their ranking of the contestants.

There are ____ judges and a secret tie breaker judge known to me.

All judges at area, division, and district speech contests shall have been a Toastmasters member in good standing for a minimum of 6 months and have completed at least six Competent Communication manual projects.

Protests based on eligibility or speech originality may be entered by the contestants or judges to either the Chief Judge or Contest Chair

_____.

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.

Are there any questions?

Reintroduce Toastmaster

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Humorous Speech Contest Toastmaster	<i>It is time to begin the contest!</i> Introduce Contestants <i>Contestant Number, Contestant Name, Speech Title, Speech Title, Name</i>	
Name	Title (Twice)	Name
Contestant 1		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 2		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 3		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 4		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 5		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 6		
Request one minute of silence (timing light red during silence, off at end of one minute)		

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<p>Humorous Speech Contest Toastmaster</p>	<p>Tally and Collect Ballots</p> <p><i>Please remain silent until the judges have completed their ballots, and the counters have left the room with the ballots. Judges: raise your ballots when you are finished.</i></p> <ul style="list-style-type: none"> • Silence will be painful, but don't rush the judges! Make sure to enforce silence!! • Confirm that all ballots have been collected before you proceed. <p>Certificates of Participation</p> <p>After all ballots have left the room - Call up each contestant and award certificate of participation. Ask each contestant the name of their club and how long they have been a Toastmaster. If time permits, ask another "interview" question related to biographical information or speech topic.</p> <p>Reintroduce Area/Division Director or Contest Chair</p>
<p>Area or Division Director or Contest Chair</p>	<p>Certificates of Appreciation</p> <ul style="list-style-type: none"> • Informational, do not read aloud: By this time, everyone is ready to go home. Keep acknowledgements brief. It's suggested that you only call up the Toastmasters, Chief Judges, and Contest Chair for certificates. Mention the other chairs by name and let them know that their certificates along with those for the many people who supported the contest will be available afterwards. <p>(Customize next paragraph appropriately for the level of you contest)</p> <p><i>Let me remind you that today's Evaluation and Humorous Speech Contest winners will progress to the Area ___ contests, which will take place on September _____. Those winners will continue to represent Area ___ at the Division ___ contests, which will take place on October _____. Those winners will continue on to represent Division ___ at the District 101 Contests, which will take place during the Fall Conference on November _____. If an area or division contest winner is unable to participate in the next contest level, the highest placed available contestant will advance.</i></p> <p><i>Now please help me welcome _____ to present the awards.</i></p>

Evaluation and Humorous Speech Contest Script

District /Division Dignitary and Area Director	<p>Presentation of Awards</p> <p>Rules details, do not read aloud:</p> <ul style="list-style-type: none">• Prior to announcing results, announce if time disqualification(s) occurred but not name(s) the contestant(s) involved. The Chief Judge may discuss the matter privately with the disqualified contestant(s).• In contests with five or more participants, announce third place winner (if wanted), second place winner and first place winner. In contests with four participants or less, announce second place winner and first place winner.• Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers may immediately interrupt to correct the error. <p>Congratulations, Request winners and runners up stay to fill out paperwork</p> <p>Thank you for coming, good night.</p>
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