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| The following is a suggested script for the Area level speech contests. Clubs may also use this as a template.  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 | Call contest to order  Welcome fellow Toastmasters and honored guests to District 101, Division \_\_\_, Area \_\_ Evaluation and International Speech Contests for 2019.  Here is some logistical Information: (as applicable to your venue)  Restrooms are located \_\_\_\_\_\_\_\_\_. Please try to take advantage of the break to use the restrooms. During speeches, the audience is requested not to leave their seats.  *Please do not walk around any other areas of the building, for security reasons.*  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.  Please take a moment now to turn off or silence cell phones and any other devices that may make noise during the contest.  Introduce Host Area Director |
| Area Director | Welcome  Before we begin, I want recognize the dignitaries who have joined us today.   * Use the current protocol list provided by your Division Director. If not available, announce in the following order: current International Directors, current District 101 officers & Immediate Past District 101 Director, current Administration Manager / Finance Manager / PR Manager / Parliamentarian / Logistics Manager, Division Directors, current Area Directors, current District Officers from other Districts, past International Directors, past District Directors & Governors (4 & 101), past District Directors and Governors of other Districts (no other past dignitaries). **Ask if there are any other dignitaries present.**   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.  Today’s Evaluation and International Speech Contest winners will progress to the Division \_\_ contest, which will take place on \_\_\_<date>\_\_\_\_\_ at \_\_<venue>\_\_\_\_\_\_. Those winners will continue on to represent Division \_\_ at the District 101 contests, which will take place during the Annual Conference on May 18 at the Biltmore Hotel in Santa Clara. If an Area or Division contest winner is unable to participate in the next contest level, the highest placed available contestant will advance.  Introduce Evaluation Contest Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Evaluation Contest Toastmaster | Thank you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  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 time 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 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 ballot counters have collected all the ballots.  The contestants have agreed upon the following speaking area:  \_\_\_\_\_\_\_\_\_\_<describe the area>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To eliminate any perception of bias, I will introduce each contestant in the same way: 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 program.  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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  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.  A member serving as a judge at any level for a contest in which the member is still competing is not eligible to compete, even if it takes place is a different Division.  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, they can represent only one of those clubs starting 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.  *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 communication such as sound effects, a staged act by another person, etc.  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 will be displayed at 2 minutes and remain displayed for 30 seconds. * Yellow will be displayed at 2 minutes 30 seconds and remain displayed for 30 seconds. * The red signal will be displayed at 3 minutes and remain displayed until the speech is concluded. 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 extra seconds 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 only to me.  All judges at Area, Division, and District speech contests shall be a paid member for a minimum of six months, and have completed a minimum of six projects in Competent Communication or a minimum of 2 Levels in Pathways.  Protests based on eligibility may be entered only by the contestants or judges to either me, the Chief Judge, or the 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 |
| Evaluation Contest Toastmaster | It is time to begin the contest!  **Introduce Test Speaker**  Name, speech title, speech title, name  (Do not give any additional information about the Test Speaker)  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Test Speaker | **5-7 minute Test Speech**  The test speech shall be either a contest-type speech, or taken from one of the assignments in the Competent Communication manual. |
| Evaluation Contest Toastmaster | *Sergeant-at-Arms, please escort all the evaluation contestants out of the room, and bring back the first contestant after 5 minutes.*  *Timer, please indicate to me when five minutes have elapsed.*  (Sergeant-at-Arms should time from when evaluators start making notes. The Timer is a backup to tell you when to wrap up.)  During 5 minutes, interview test speaker and provide Certificate of Appreciation. |
| Evaluation Contest Toastmaster | **Introduce Contestants**  (Contestant name, contestant name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *One minute of silence for the judges to mark their ballots.*  (timing light red during silence, off at end of 1 minute)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *One minute of silence for the judges to mark their ballots.*  (timing light red during silence, off at end of 1 minute)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *One minute of silence for the judges to mark their ballots.*  (timing light red during silence, off at end of 1 minute)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *One minute of silence for the judges to mark their ballots.*  (timing light red during silence, off at end of 1 minute)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *One minute of silence for the judges to mark their ballots.*  (timing light red during silence, off at end of 1 minute)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *One minute of silence for the judges to mark their ballots.*  (timing light red during silence, off at end of 1 minute) |
| Evaluation Contest Toastmaster | Tally and Collect Ballots  Judges: raise your ballots when you are finished.  Please remain silent until the judges have completed their ballots, and the counters have left the room with the ballots.   * **REMAIN SILENT!** * Silence will be painful, but don’t rush or distract the judges! * Confirm that all ballots have been collected before you proceed.   Certificates of Participation  After all ballots have left the room - Call up each contestant up and award certificate of participation. Ask each contestant the name of their club and how long they have been a Toastmaster.  Call for Break |
|  | Break (good time to sell opportunity drawing or fundraiser tickets) |
| Sergeant at Arms | Call contest to order. Welcome back. Reminders:  - Please turn off or silence cell phones and any other devices that you may have used during the break.  - 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.  Introduce International Speech Toastmaster |

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| International Speech Contest Toastmaster | Thank you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .  Welcome everyone. I will begin with an overview of the International Speech contest procedures, for the benefit of our guests and newer members.  In this contest, we will hear an original speech from each contestant. After proceeding through the various levels of the competition, this is the only contest that proceeds beyond the District level to Region Quarterfinals, Semifinals and the World Championship of Public Speaking.  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.  The contestants have agreed upon the following speaking area:  \_\_\_\_\_\_\_\_\_\_<describe the area>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To eliminate any perception of bias, I will introduce each contestant in the same way: Name, Speech Title, Speech Title, Name  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 program.   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *I will now introduce our Chief Judge to review some of the contest rules: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

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| International 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.  In addition, to be eligible to compete in the International Speech Contest, a member must have completed six projects in the Competent Communication manual or a minimum of two levels in Pathways. However, a charter member of a club chartered less than one year prior to the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest.  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 International 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.  The subject for the International speech is selected by the contestant.  Contestants must create their own speeches, and each must be substantially original. 25 percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person’s content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.  Contestants are permitted to remain in the room throughout the duration of the contest.  Contestants will set up any props or visual aids in the one minute of silence before their introduction.  The time of the International 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.  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 will be displayed at 5 minutes and remain displayed for 1 minute. * Yellow will be displayed at 6 minutes and remain displayed for 1 minute. * The red signal will be displayed at 7 minutes and remain displayed until the speech is concluded. 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 extra seconds 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 tie breaker judge known only to me.  All judges at Area, Division, and District speech contests shall be a paid member for a minimum of six months, have completed a minimum of six speech projects in the Competent Communication manual or a minimum of two levels in Pathways.  Protests based on eligibility or speech originality may be entered by the contestants or judges to either me, the Chief Judge, or the 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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| International Speech Contest Toastmaster | It is time to begin the contest!  Introduce Contestants  Make sure to introduce each contestant the same way: contestant name, speech title, speech title, name. (no speaker number) | | | |
| Name | | Title (Twice) | Name | |
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| Request one minute of silence (timing light red during silence, off at end of one minute) | | | | |
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| Request one minute of silence (timing light red during silence, off at end of one minute) | | | | |
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| Request one minute of silence (timing light red during silence, off at end of one minute) | | | | |
| International Speech Contest Toastmaster | Tally and Collect Ballots  Judges: raise your ballots when you are finished.  Please remain silent until the judges have completed their ballots, and the counters have left the room with the ballots.   * REMAIN SILENT! * Silence will be painful, but don’t rush or distract the judges! * Confirm that all ballots have been collected before you proceed.   Certificates of Participation  After all ballots have left the room - Call up each contestant up 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.  Reintroduce Area Director/Contest Chair | | | |
| Area Director or Contest Chair | Announce any Opportunity Drawing winners  Certificates of Appreciation  By this time, everyone is ready to go home. Keep acknowledgements brief. You may call up only 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.  Let me remind you that today’s Evaluation and International Speech Contest winners will progress to the Division \_\_\_ contests, which will take place on April \_\_<date>\_\_ at \_\_<venue>\_\_. Those winners will continue on to represent Division \_\_\_ at the District 101 contest, which will take place during the Annual Conference on May 18 at the Biltmore hotel in Santa Clara. If an Area or Division contest winner is unable to participate in the next contest level, the highest placed available contestant will advance.  Now please help me welcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to present the awards. | | |
| District /Division Dignitary and Area Director | Presentation of Awards  Rules details, do not read aloud:   * Prior to announcing results, announce if time disqualification(s) occurred but not name 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.   Congratulations, Request winners and runner ups stay to fill out paperwork. Thank you for coming, and drive home safely. | | | |