

**CONTEST CHAIR'S SCRIPT
EVALUATION CONTEST**

Check that the Chair's folder contains:

- List of names of Evaluation Contest Contestants
- Numbered cards for drawing speaking order
- Signed Certificate of Eligibility and Originality forms for all Contestants (now given to the Chief Judge)
- Biographical Data Sheet for all Contestants
- Certificates of Participation for all Contestants to be signed by you (given out at the end of the contest)
- Test speaker's name, speech title and Biographical Data Sheet

Check that you have a 'Ready Chair' in position near the speaking area. This is where you will be seated as a Contestant speaks. As Contest Chair, you can disqualify a Contestant on the basis of eligibility ie the Contestant needs to be a member in good standing of a club in good standing.

Briefing of Contestants

It is your role to help the Contestants relax. Be reassuring and make sure that all their questions are answered (especially first-timers).

- Verify that all Contestants are present and check the pronunciation of their names
- Draw speaking order with all Contestants present and carefully note the order. If a Contestant is missing, go ahead with the draw and the missing person is allocated the remaining number
- Request they remove any identifying badges (but you cannot insist)
- Define the speaking area to Contestants and show them the equipment available. Contestants may speak from anywhere within the speaking area.
- Have them walk in the speaking area and note where the lights are positioned
- Give times for speech:- green light at 2 minutes, amber light at 2 minutes 30 seconds and red light at 3 minutes.

- Contestants will be disqualified if they speak for less than 1 minute 30 seconds or more than 3 minutes 30 seconds
- All Contestants shall have the opportunity to test any amplifying equipment before the contest.
- Contestants are responsible for arranging their own preferred set-up of the lectern/ mic/ other equipment in a quiet manner before being introduced by the Chair
- Contestants with a sight impairment can request an alternative method of signalling times (e.g. bell or similar) and provide same
- Advise Contestants to use the title ‘Contest Chair’ to start and finish their evaluation
- Contestants may protest on the basis of eligibility and originality to either the Chief Judge or you the Chair prior to the announcement of the winner
- If their speech is protested to on the basis of originality, Contestants have the opportunity to respond to the Judges.
- Obtain completed speakers Certificates of Eligibility and Originality Forms and give to the Chief Judge prior to commencement of the contest

Inform Contestants of contest procedure:

- All Contestants remain in the room and evaluate the Test Speaker’s presentation. They may take notes during the presentation.
- All Contestants are taken to the Break-out Room with a Timer where they will have 5 minutes to write notes. These notes are then collected by the SAA
- The first Contestant is then taken to the contest room and handed their notes by the second SAA. Once introduced, they move to the speaking area and present their 2 to 3 minute evaluation speech.
- As each Contestant completes their evaluation, the next Contestant is brought to the contest room and the procedure is repeated

Script for the Contest (*Read the words in italics, and follow the instructions in red*)

Ladies and Gentlemen, the purpose of the Evaluation Speech Contest is to encourage development of evaluation skills, to recognise the best as an encouragement to all and to provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training. All of the Contestants are eligible to compete and have been fully briefed.

The timing for the Evaluation Contest Speech is 2 to 3 minutes. At the 2 minute mark the green light will come on and remain on for 30 seconds. At 2 minutes 30 seconds the amber light will come on and remain on for 30 seconds. At the 3 minute mark the red light will come on and remain on until the speaker has finished and left the stage.

Timing ceases at the Contestant's last word. A speaker will be disqualified if they speak for less than 1 minute 30 seconds and longer than 3 minutes 30 seconds.

Please make sure your mobile phones and pagers are switched off. It is important that our Judges are able to concentrate while completing their ballot papers so I ask everyone to please observe a period of silence at the end of each speech to assist the judges. Once the contest begins, no one will be allowed to re-enter the room.

I will introduce each Contestant by saying 'Please welcome John Smith' and you will all burst into applause. At that point, there will not be any further applause. When the speaker arrives at the speaking area, I will repeat their name and there will be silence.

The speaking order as drawn by the Contestants is as follows:-

Read slowly so that the Judges can write the names on their ballot sheets. Spell names if necessary.

The First Speaker is.....

The Second Speaker is.....

The Third Speaker is.....

The Fourth Speaker is.....

The Fifth Speaker is.....

The Sixth Speaker is.....

There will be 1 minute silence between Contestants for the Judges to mark their ballots. Ladies and gentlemen, our Test Speaker for the Evaluation Speech Contest will be delivering a speech in a time frame of five to seven minutes.

At the 5 minute mark the green light will come on and remain on for 1 minute. At the 6 minute mark the amber light will come on and remain on for 1 minute. At the 7 minute mark the red light will come on and remain on until the Speaker has finished speaking.

Are the Timers, Judges, Contestants ready?

Ladies and Gentlemen, would you please welcome our Test Speaker

with a speech entitled

When the test speaker has reached the lectern, *With a speech entitled*

please welcome our test speaker

When the Test Speaker has finished, lead the audience applause and ask:-

Could I please have the time for the Test Speaker's speech?

Announce the time.

The evaluation Contestants now have 5 minutes to prepare their presentation, so would the SAA and a Timer please escort the evaluation Contestants to the room allocated for their note taking.

You have 5 minutes to fill in whilst the Contestants write their notes. Re-introduce the test speaker:-

I would now like to reintroduce(name)

Give them a short interview and present them with their Certificate of Appreciation. It is not necessary to keep them talking for the entire 5 minutes. Allow the audience to chat until the first Evaluator arrives back in the room or have some fill-in material to entertain them.

Keep your eye on the SAA and when they indicate that the first Contestant is ready, start your introduction:-

Ladies and Gentlemen, would you please welcome our first speaker.....

Lead Applause

Repeat Speaker's Name.....

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers. *When Chief Judge indicates, introduce 2nd Contestant.*

Ladies and Gentlemen, would you please welcome our second speaker.....

Lead Applause
Repeat Speaker's Name.....

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

Ladies and Gentlemen, would you please welcome our third speaker.....

Lead Applause
Repeat Speaker's Name.....

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

Ladies and Gentlemen, would you please welcome our fourth speaker.....

Lead Applause

Repeat Speaker's Name.....

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

Ladies and Gentlemen, would you please welcome our fifth speaker.....

Lead Applause
Repeat Speaker's Name.....

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

Ladies and Gentlemen, would you please welcome our sixth speaker.....

Lead Applause
Repeat Speaker's Name.....

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

When all speakers have finished and Judges have completed the marking of their ballots:-

I now ask the Judges to check that your ballot sheets are

signed. Put your ballot sheet into the envelope. Then hold up the envelope for the Tally Counters to collect.

Will the Tally Counters please collect the Judges' envelopes & leave the room with the Chief Judge to tally the ballots.

Interview the Contestants

After the Chief Judge & Tally Counters leave the room, bring all Contestants back to the stage together:

- Re-introduce each of the speakers
- Interview them briefly with either a question from their Biographical Data Sheet or a specific fun question you have chosen.
- Present them with their Certificate of Participation
- Ask them to remain on stage until you acknowledge the group as a whole.
- Seat them somewhere close to the speaking area to await the arrival of the Chief Judge with the contest results
- Ask the audience to chat amongst themselves until the Chief Judge hands you the certificates/ trophies

When the Chief Judge gives you the results

- Announce if there were any disqualifications on time, but not by name
- You announce the place getters in reverse order
- You present certificates and trophies

In third place is (name)

In second place is (name)

And to represent Area/ Division/ District.....

in the Evaluation Contest at the next conference on

..... (date) in First place is

.....

Allow time for a quick photo shoot and hand control back to the MC / Conference Chair.



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