



TOASTMASTERS INTERNATIONAL DISTRICT 69

EVALUATION CONTESTANT BRIEFING SCRIPT

Check that as Contest Toastmaster, you have:

- Names of Evaluation contest contestants
- Numbered cards for drawing speaking order
- A certificate of participation for all contestants to be signed by you and presented to contestants at the conclusion of the contest
- Test speaker's name, speech title and *Speech Contestant Profile*
- A certificate of appreciation for the test speaker
- Check with the Contest Chair to see if they wish you to present a thank-you gift to the test speaker
- A "ready chair" in position close to the speaking area. This is where you will be seated while each contestant speaks

Briefing of Contestants

When briefing contestants, introduce yourself as Evaluation Contest Toastmaster. Help contestants to relax, be reassuring and make sure that all their questions are answered (especially first-timers). It is suggested that you brief the contestants from within the speaking area.

- Verify the presence of all contestants and pronunciation of their names
- If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant
- If the primary contestant is not present when you as Contest Toastmaster are introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before you as Contest Toastmaster are introduced to conduct the contest, they may be permitted to compete, provided that they report to you as Contest Toastmaster on arrival with the required paperwork in good order and waive the opportunity of a briefing
- Draw for speaking order. Write it down in your Contest Toastmaster script. Give this information to Chief Judge as soon as possible for the Judges to be informed of the speaking order

- Review the speech contest rules as listed on the *Speaker's Certification of Eligibility and Originality*. Collect signed forms from each contestant and give to Chief Judge
- Define the speaking area to contestants. Contestants may speak from anywhere within the speaking area
- Indicate the signalling device that displays green, yellow and red colour. It must be in full view of each contestant, but not obvious to the audience
- Ensure the contestants can see the signalling device from the speaking area
- Review timing protocol:- green light at two minutes, yellow light at two minutes thirty seconds and red light at three minutes
- Contestants will be disqualified if they speak for less than one minute thirty seconds or more than three minutes thirty seconds
- No signal shall be given for the over-time period
- Timing will begin with the speaker's first definite verbal or non-verbal communication with the audience
- Any visually-impaired contestant is permitted to request, and must be granted a form of signalling of their own choosing, (e.g. bell or similar) and must provide same
- Define the speaking area to contestants. Contestants may speak from anywhere within the speaking area
- Request contestants remove any identifying badges
- Give contestants the opportunity to test any amplifying equipment
- Contestants are responsible for arranging their own preferred set-up of the lectern/ microphone/ other equipment in a quiet manner before being introduced, or they may enlist someone to help them
- Encourage contestants to use the title "Contest Toastmaster" to start and finish their evaluation - this helps the Timers to time the speech accurately
- Contestants may protest on the basis of eligibility and originality to either the Chief Judge or the Contest Chair, or you as Contest Toastmaster prior to the announcement of the place-getters, usually while the ballots are being counted
- You, as Contest Toastmaster will inform the Chief Judge immediately if a protest has been lodged
- A contestant shall have the opportunity to respond to the Judges if their speech has been protested against on the basis of originality
- Collect *Speech Contestant Profile* from each of the contestants. This information can be used in the contestant interviews at the end of the contest
- Practice shaking hands with your right hand and presenting Certificates to contestants with your left hand

Explain the contest procedure:

- At the beginning of this contest, a five-to-seven minute test speech will be presented by a test speaker

- All contestants evaluate the same speech
- Contestants may take notes during the test speech using materials of their choice
- At the conclusion of the test speech all contestants shall leave the room, and be escorted to the preparation room by the contest Sergeant-at-Arms
- Timing and preparation supervision shall be under the control of the SAA
- When contestants have left the room, the test speaker is invited back to the stage for a short interview and presented with a certificate of appreciation/ gift.
- Contestants will have five minutes to write notes using materials of their choice. They will be given a warning at the four-minute mark, finish at five minutes
- The first contestant is then escorted to the contest room
- All other contestants shall hand their written material to the contest SAA
- Preparation material shall be handed back to contestants by the contest SAA as they are introduced to present their evaluation
- It is recommended that contestants stand ready close to the speaking area waiting for their introduction
- Each contestant shall be introduced by announcing the contestant's name twice
- Upon being introduced, the contestant shall proceed immediately to the speaking area
- Contestants present their two-to-three minute evaluation speech
- As each contestant completes their evaluation, the next contestant is escorted to the contest room and the procedure is repeated
- After the contest is finished, all contestants will come back on stage at the same time, in speaking order to be interviewed for one minute each
- Discuss likely questions for the interview ie name of club represented
- Contestants will be given their certificate of participation
- Place getters will be announced in reverse order ie third place, second place, first place