



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 Contest Profile*
- A certificate of appreciation for the test speaker and check if you are 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

Brief the contestants from within the speaking area (if possible) and answer any questions they may have.

- 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
- Demonstrate the timing device that displays green, amber and red colour. It must be in full view of each contestant, but not obvious to the audience
- Review timing protocol – green light at two minutes, amber at two and half minutes and red 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 will be given of an overtime period
- Timing will begin with the 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 timing of

their own choosing, (e.g. bell or similar) and must provide same

- Request the contestants remove any identifying badges
- The Contest SAA should be at the briefing to note lectern position for each Contestant, and available to mike them up if microphone is used. Contestants are allowed to test out microphones during this briefing.
- 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

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 will evaluate the same speech
- Contestants may take notes during the test speech using the Evaluation Contestants Notes Sheet
- At the conclusion of the test speech all contestants will leave the room and be escorted to the preparation room by the contest Sergeant at Arms
- Contestants will have 5 minutes to complete their notes on the Evaluation Contestants Notes Sheet under the control of the Contest Sergeant at Arms, they will be given a warning at 4 minutes
- Evaluation Sheets are handed to the Contest Sergeant at Arms at 5 minutes, these will be returned as the contestant is called to the speaking area
- Each contestant is introduced by announcing their name twice
- As each contestant completes their evaluation the next contestant gets ready during the minutes silence given for the judges to mark their ballots
- After the contest is finished all contestants will come back on stage at the same time, in speaking order to be interviewed
- Contestants will be given their certificate of participation
- Place getters will be announced in reverse order ie third place, second place, first place