



District 69

Contest Toastmaster Script

Evaluation Contest

Ladies and Gentlemen, welcome to the Evaluation Contest.

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 others to learn by observing proficient speakers.

Each contestant must be a member in good standing of a Club in good standing, and all contestants have confirmed their eligibility in writing to the Chief Judge.

Contests follow all rules in the Toastmasters International Speech Contest Rulebook.

The Evaluation Contest begins with the presentation of a five-to-seven-minute test speech, which must be either a contest-type speech or a project from the Toastmasters Pathways learning experience. The Test speaker selects their own topic. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive.

Timers: for the test speaker, please display the green signal at five minutes, the amber signal at six minutes, and the red signal at seven minutes, which will remain on until the test speaker has finished speaking.

Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet, which they already have. They may choose to use more than one of those sheets. Contestants may not use digital or other such devices during the contest to gain an unfair advantage.

At the conclusion of the test speech, our Contest Sergeant at Arms will escort the contestants from the room. They then have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheets. After five minutes has elapsed, no further preparation shall be allowed, and all contestants shall hand their copy of notes to the Contest Sergeant at Arms. Each contestant will have their own notes handed back to them as they are introduced to present their evaluation.

Evaluation speeches shall be between two and three minutes in length, and a contestant will be disqualified if their speech is less than one minute and 30 seconds, or more than three minutes and 30 seconds. All contestants have been made aware of the speaking area and how the timing device will work.

Timers: for the contestants, please display the green signal at two minutes, the amber signal at two minutes and 30 seconds, and the red signal at three minutes. There will be no further indication of time and the red signal will remain displayed until the contestant concludes their evaluation.

Either one of these two scenarios will now follow.

1) *If this Contest is not part of a larger event, nor combined with other contests, then announce the following:* **Protests are limited to eligibility, originality, and reference to another contestant's speech. Only Contestants and Voting Judges may lodge a protest, which must be lodged with either the Contest Chair or the Chief Judge prior to the announcement of the Contest winners. No protests will be entertained after that time. There is a protocol in place to deal with protests if they arise.**

or

2) *If this contest is part of a larger event, or combined with other contests, then announce this instead:* **Protests are limited to eligibility, originality, and reference to another contestant's speech. Only Contestants and Voting Judges may lodge a protest, which must be lodged with either the Contest Chair or the Chief Judge prior to the Contest being adjourned. No protests will be entertained after that time. There is a protocol in place to deal with protests if they arise.**

Members of the audience, I request you to please ensure your mobile devices have been turned off, or on silent with the vibration mode disabled. I also ask that you do not interrupt any contestant by moving around the room during their presentation.

We will observe one minute of silence between contestants in order for the judges to mark their ballots. Timers: please indicate to me when one minute has elapsed.

If you choose to leave the room during this time and do not return before the next contestant is announced, you will not be allowed back into the room until that contestant has completed their presentation.

Please remember, you are not permitted to take photographs during the contest, but there will be photo opportunities afterwards.

The speaking order, as drawn by the contestants, is as follows:

(Ensure you spell the contestants' names, or refer the audience to where they are spelt in the agenda.)

Contestant No. 1 will be:
Contestant No. 2 will be:
Contestant No. 3 will be:
Contestant No. 4 will be:
Contestant No. 5 will be:
Contestant No. 6 will be:
Contestant No. 7 will be:
Contestant No. 8 will be:

I shall introduce each contestant by announcing their name. At this point, join with me in welcoming the contestant to the speaking area.

I will then repeat the contestant's name. There shall be no further applause and the contestant shall begin their presentation.

Chief Judge, are we ready to proceed?

**Ladies and gentlemen, please welcome our Test Speaker: _____
with his/her speech titled:**

(Lead the applause. Repeat the speech title and the speaker's name.)

(After the speech is concluded, announce)

Sergeant at Arms, please escort the contestants from the room, accompanied by one Timer to time their preparation. Thank You.

I now invite our Test Speaker _____ back up onto the stage. (Lead the applause. Present the Test Speaker with their certificate and/or gift and ask a few questions.)

Questions:

(After the five minutes preparation time, the SAA will appear at the door with the first contestant. Remember to introduce the contestant, lead the applause, then repeat the contestant's name.)

Ladies and Gentlemen, please welcome Contestant No 1: <i>Repeat the contestant's name</i>
One minute of silence, please, while judges mark their ballot.
Ladies and Gentlemen, please welcome Contestant No 2: <i>Repeat the contestant's name</i>
One minute of silence, please.
Ladies and Gentlemen, please welcome Contestant No 3: <i>Repeat the contestant's name</i>
One minute of silence, please.
Ladies and Gentlemen, please welcome Contestant No 4: <i>Repeat the contestant's name</i>
One minute of silence, please.
Ladies and Gentlemen, please welcome Contestant No 5: <i>Repeat the contestant's name</i>
One minute of silence, please.
Ladies and Gentlemen, please welcome Contestant No 6: <i>Repeat the contestant's name</i>
One minute of silence, please.
Ladies and Gentlemen, please welcome Contestant No 7: <i>Repeat the contestant's name</i>
One minute of silence, please.
Ladies and Gentlemen, please welcome Contestant No 8: <i>Repeat the contestant's name</i>
One minute of silence, please.

Judges, please ensure that your ballot is valid by printing and signing your name and listing the first three place-getters. Place your ballot into the envelope provided and then hold it up for the Ballot Counters to collect.

Ballot Counters, please collect the Judges' envelopes and leave the room in due course with the Chief Judge to tally the ballots.

(After the Chief Judge has left the room)

I now ask that all contestants return to the speaking area in speaking order so I can present them with their Certificate of Participation.

Please give them another round of applause.

Questions:

Above club level, please ask each contestant as appropriate:

- (At Area level) Which Club they are representing*
- (Division level) Club and Area*
- (District level) Club, Area and Division - (And then one question permitting a brief response)*

Once completed, ask if anyone wants to take photos, then ask both Contestants & the audience to return to their seats.

NOTE: Either one of these two scenarios will now follow.

1) If this Contest is not part of a larger event, nor combined with other contests, then DO NOT adjourn the contest. Ask the audience to wait for the Chief Judge to return with the results. In this case, protests must be lodged prior to the announcement of results. Also, there is no need to resume the contest because it was never adjourned.

or

*2) If this contest is part of a larger event, or combined with other contests, then this contest MUST be adjourned, and then resumed as the winners are about to be announced. Those announcements may be at any convenient time prior to the end of the entire event, whether before or after other contests are run. In this case, protests must be lodged prior to adjournment. **Announce: I now officially adjourn this Contest. It will be resumed when winners are about to be announced.** (If necessary, hand control back to the Master of Ceremonies.)*

At the time that the winners are about to be announced, only if the contest had previously been adjourned, then announce: **I now resume the Evaluation Contest.**
(If necessary, invite the Area/Division/District Director to assist with presentation of certificates and trophies.)

(In announcing whether any disqualifications for time occurred, there is not to be any naming of the disqualified contestant(s) or saying how many were disqualified.)

Ladies and Gentlemen, I have received the results from the Chief Judge and . . .

Select the appropriate from the following

- I am pleased to announce that there were no disqualifications for time.
- Unfortunately, there was at least one time disqualification.

It now gives me great pleasure to announce the following:

In third place, please congratulate: _____

In second place, please congratulate: _____

And (Include one of the following as appropriate.)

1. **To represent** _____ **Toastmasters Club at the Area** _____ **Conference,**

(where and when) _____

2. **To represent Area** _____ **at the** _____ **Division Conference,**

(where and when) _____

3. **To represent** _____ **Division at the District 69 Conference,**

(where and when) _____

4. **Our District 69** _____ (year) **Evaluation Champion . . .**

Please congratulate: _____

(Invite the audience to take photos, ensuring the correct positions for the place getters, with the winner in the middle of the 2nd & 3rd place-getters.)

Thank everyone involved in the contest and hand control back to the Master of Ceremonies.)