

# Script Evaluation Contest Chair/Contest Master

This script has been updated in order to comply with the latest Speech Contest Rulebook. The text that in quotes is intended to be read verbatim.

If the contest event includes more than one type of contest or more than one entity (multi-club or multi-area), you will need to appropriately combine contest scripts. It is advised to conduct the contest with prepared speeches first. If any contestant is in more than one contest, it is important that contestant interviews take place after the last contest of the event, as that can give an unfair advantage to the contestant in the second contest.

## **Prior to the start of the contest**

*A) Attend the Contestants Briefing to obtain speaking order and learn how to pronounce contestants' names. There is space provided within the text of this script to write in the speaking order and notes on pronunciation. You will also be given a Profile for each contestant to aid you in performing the Contestant Interviews.*

*B) Give the Presiding Officer or SAA information for your introduction as Toastmaster. For example: your club name, how long you have been a Toastmaster, your Toastmaster education level and/or officer role.*

*C) Obtain the Name of Test Speaker and speech title from the Contest Chair.*

*D) Test microphone in a quiet manner before being introduced.*

## **During the contest**

- 1. After being introduced by the Presiding Officer, open with brief remarks or a story. Keep this to 5 minutes or less. Avoid adding more remarks or stories during the rest of the contest. This will distract contestants and judges.*
- 2. State:** "Evaluation contest speeches shall be from 2-3 minutes and will be judged by a panel of judges. A contestant will be disqualified if the speech is less than 1 minute 30 seconds or more than 3 minutes 30 seconds.

A green signal will be displayed by the timer at 2 minutes and remain displayed for 30 seconds, the yellow signal will be displayed at 2 minutes and 30 seconds and remain displayed for 30 seconds and the red light will be displayed at 3 minutes and remain displayed until the evaluation is concluded."

## Script Evaluation Contest Chair/Contest Master

“The contestants and the judges have certified their eligibility. The Contest Chair and the Chief Judge have confirmed the eligibility of the contestants and the judges.”

***NOTE:** Complete the following sentence according to the level of competition (i.e. Club, Area, or Division) and fill in the date of the next level of competition.*

3. **State:** “The winner will represent the Club at the Area \_\_\_\_\_ contest on \_\_\_\_\_  
**or**  
the Area at the Division \_\_\_\_ contest on \_\_\_\_\_  
**or**  
the Division at the District 52 contest on Friday, November 4<sup>th</sup>”
4. **State:** “These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our contestants.”
- a. Please place all cell phones or other devices either off or on silent.
  - b. No photography of the contestants is allowed during the contest. There will be photo opportunities after the contest. Videotaping is allowed only if the contestant and Contest Chair have given their consent in advance.
  - c. Once the contest has begun, members of the audience are asked to refrain from leaving or entering the room. If you must leave, please do so during the times of silence between contestant evaluation responses. The sergeant-at-arms will not allow anyone to enter the room during a contestant’s speech.”
  - d. *At this time, the Contest Master can choose to point out the speaking area, but the contestants and judges should have already covered it during their briefings.*
5. **Ask:** “Mister or Madam Contest Chair, have all the contestants been briefed, are all the contestants present, and are we ready to proceed with the contest?”  
*Wait for an affirmative reply.*

## Script Evaluation Contest Chair/Contest Master

6. **Ask:** “Mister or Madam Chief Judge, have all the Contest Officials been briefed and are we ready to proceed with the contest?” *Wait for an affirmative reply.*
  
7. **State:** “In order to allow the judges time to mark their judging forms, we will have one minute of silence after each contestant’s speech and we will have silence after the last contestant’s speech until all the ballots are collected.
  
8. **Ask:** “Time Keepers, will one of you signal me when one minute has elapsed between contestant speeches?” *Wait for an affirmative reply.*
  
9. **State:** “The speaking order for the contest was determined earlier by having our contestants draw for position. The names, in order will be:”
  1. Name \_\_\_\_\_
  2. Name \_\_\_\_\_
  3. Name \_\_\_\_\_
  4. Name \_\_\_\_\_
  5. Name \_\_\_\_\_
  
10. **State** – “At the beginning of this contest, a 5-7 minute test speech will be presented. Evaluation contestants shall leave the room after the test speech has been delivered, then have 5 minutes to prepare their evaluation using the Evaluation Contestant Notes Sheet. Contestants may not use digital or other devices during the contest to gain an unfair advantage. After 5 minutes has elapsed, no further preparation shall be allowed and with the exception of the first contestant, who shall be called back as first evaluator. All others shall hand their notes to the Sergeant-at-Arms. Notes will be handed back to the contestants as they are introduced to present their evaluation. I will introduce each contestant by announcing the contestant’s name twice. Contestants may remain in the room after they have evaluated.”

## Script Evaluation Contest Chair/Contest Master

11. **State:** “At this time, I’d like to introduce the test speaker.  
Speaker’s Name \_\_\_\_\_, Speech Title \_\_\_\_\_,  
Speech Title \_\_\_\_\_, Speaker’s Name \_\_\_\_\_.”  
*Lead applause before and after test speech.*

12. **At the conclusion of the test speech, State:** “ The Sergeant-at-Arms will escort the contestants out of the room to prepare their evaluation”. *When the last contestant leaves the room,*  
**Ask:** “Mr./Mme. Timer, would you let me know when 5 minutes are up?”

***Note:** You will have to fill the time until the Contestants return to the room. You may introduce dignitaries; the highest-ranking district officer can make announcements.*

*When 5 minutes is up, the Sergeant-at-arms asks the first contestant to quietly come up during the minute of silence.*

**State:** “Sergeant-at-Arms, please have the first contestant move to the staging area.”

*Once the contestant is on stage and the minute of silence is up, the contestant is introduced by simply stating their name twice. ”. Lead applause before and after each evaluation.*

**State** – “The first contestant will now proceed to the staging area

1. Name \_\_\_\_\_ Name \_\_\_\_\_

13. *After all but the last contestant,*

**State:** “One minute of silence please. Sergeant-at-Arms, please have the next contestant move to the staging area.”

2. Name \_\_\_\_\_ Name \_\_\_\_\_

**State:** “One minute of silence please. Sergeant-at-Arms, please have the next contestant move to the staging area.”

3. Name \_\_\_\_\_ Name \_\_\_\_\_

## Script Evaluation Contest Chair/Contest Master

**State:** “One minute of silence please. Sergeant-at-Arms, please have the next contestant move to the staging area.”

4. Name \_\_\_\_\_ Name \_\_\_\_\_

**State:** “One minute of silence please. Sergeant-at-Arms, please have the next contestant move to the staging area.”

5. Name \_\_\_\_\_ Name \_\_\_\_\_

- 14. After last Evaluation is given, State:** “May we please have silence until all the ballots have been collected. Judges, please hold your ballots up when you have completed them.”

*Note: Ballot Counters and the Chief Judge collect the ballots. Wait until all the ballots have been collected before proceeding,*

*Note: For a multi-contest event, interviews are to be held after the last contest is conducted. If this is NOT the last contest, skip Steps 15, 16, and 17, and proceed to the next contest.*

- 15. Ask:** “Will the contestants please join me up front in order of appearance?”  
*Lead the applause as they make their way to the front.*
- 16. Contestant Interviews:** *Present each contestant with a Certificate of Participation, and interview each contestant. Sample questions: A) which club s/he represents, B) how long s/he has been in Toastmasters, and C) an open-ended question from the speech or about one of his/her interests or hobbies from the Biography form.*
- 17. Dismiss the contestants with applause, make final remarks, then get results from the Chief Judge.**

# Script Evaluation Contest Chair/Contest Master

## Ending the contests

1. Make any announcements. Recognize and thank the Contest Committee and Contest Officials.

*NOTE: You may have to fill the time until the Chief Judge and Ballot Counters return to the room with the results.*

2. Ask the highest-ranking Officer (or several, if they are there) in attendance to present the awards as the Contest Chair announces the winners.
3. Prior to announcing results, the chair should announce if time disqualification(s) occurred, but not the name of the contestant involved.
4. The Contest Chair announces the winners in reverse order reading from the Results Form, beginning with third place (if there are five or more contestants), then second place and finally first place.
5. In closing, thank all who helped make the contest a success.
6. Adjourn the meeting.