

Evaluation Contest Script

(Note: The words "Distinguished Toastmaster" should be used instead of "DTM" to refer to anyone who has earned the designation.)

BEGIN THE SPEECH EVALUATION CONTEST

5 minutes before the start:

SAA#1: Ladies & Gentlemen, the Contest officially begins in 5 minutes. (repeat).

2 minutes before the start:

SAA#1: Ladies & Gentlemen, the Contest officially begins in 2 minutes. (repeat).

At Go:

SAA#1: Good morning *(afternoon/evening)* fellow Toastmasters and welcomed guests! This event is now called to order. Please join me in the Pledge of Allegiance. (Recite the pledge). Thank you.

**** Below can either be read by the SAA or can be displayed on a slide at the beginning of the contest. One or the other must be done.**

We need to let you know that by attending this online District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

SAA#1: Thank you. Please help me to give a warm welcome to our Contest Master Toastmaster _____.

CONTEST MASTER

CM: Good morning *(afternoon/evening)*, Fellow Toastmasters & most welcome guests! Welcome to the Speech Evaluation Contest for Club/Area/Division/District 47.

I am _____ and I am honored to serve as the Contest Master. Serving with me as Zoom Technical Coordinators _____.

At this time, please help me to acknowledge the Dignitaries in the room. Please use your digital reactions. *(Acknowledge any Trio/DEC members, District Leaders & dignitaries using their proper titles)*

Evaluation Contest Script

Thank you for serving our members. On with today's contest!

The purposes of the Evaluation Speech Contests are to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the best as encouragement to all.

The Zoom Coordinators are instructed to not admit anyone into the room while the speakers are giving their presentations. In accordance with Toastmaster rules, you will be muted, your webcams and the chat will be turned off.

Please welcome our Chief Judge, Toastmaster _____, to provide an overview of the rules of the Evaluation Contest

CHIEF JUDGE

CJ: Thank you Contest Master. The Speech Evaluation Contest follows all rules outlined in the General Rules section of the current Speech Contest Rulebook.

- It has been confirmed that all contestants are eligible. To be eligible a contestant must:
 - Be a toastmaster in good standing of a club in good standing
 - Not presently be an International, District or Area officer, nor have declared the intent to run for such offices.
- Speakers will be sequestered before presenting, but may stay in the room after their evaluation.
- No one will be allowed in or out of the room once the contest has begun until the last speaker has spoken
- The time of the speech is to be 2-3 minutes. Any speaker speaking less than 1:30 or more than 3:30 will be disqualified.
- The timing lights/cards will be activated as follows (ask the timekeepers to activate the lights/cardboards as you indicate timelines)
 - Green light/card at 2:00
 - Yellow light/card at 2:30
 - Red light/card at 3:00 – which will stay on until the speaker has finished speaking. No notice shall be given should a speaker go over time.
- Timing starts with the first word uttered or when the speaker uses any form of communication to the audience.
- There will be one minute of silence between speakers so the judges may complete their forms.
- Contestants have 5 minutes from the time their number is called to return to the contest room & be acknowledged by the Contest Master. After 5 minutes, the Chief Judge will announce that the contestant has forfeited their turn & the contest will continue with the next contestant.

Evaluation Contest Script

- Judges have been instructed NOT to consider time in their ranking of the speakers.
- All judges have been briefed and are qualified to judge this contest
- There is a secret tie breaker judge know only to me, the Chief Judge
- Protests may be entered only by the contestants or judges of this contest, to either me, the Chief Judge or the Contest Chair
- Once the results have been announced, all decisions are final.

Contest Master, that completes the overview of the Speech Contest Rules. Let the Contest begin!

CM: Thank you, Chief Judge _____. The contestants have drawn their speaking positions. The speaking order is:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Tech Coordinator will screenshare a slide of the speaking order. Wait for the screenshare, and then announce Contestant #1, 2, 3, 4, etc. Read names of contestants in speaking order (slowly). Re-read the names again)

CM: We will have a test speaker who will present a 5-7-minute speech that all of the contestants will be evaluating. When the test speaker finishes, the sergeant-at-arms will escort all contestants to the breakout room where they will have 5 minutes to complete their evaluations.

At the end of 5 minutes, each speaker will then turn over their paper, keep their webcam turned on and their hands visible to the Sergeant at Arms. We will then escort the first speaker back into the room. There will be one minute of silence between contestants for the judges to mark their ballots.

Are the timers ready? *(Wait for signal)* At this time, please welcome our Test Speaker, Toastmaster _____.

Please provide a mic check – thank you we can hear you
Are you happy with the webcam framing?
Timer – please announce yourself
Can you see the timer?

Wonderful, let's get started.

Evaluation Contest Script

Test Speaker _____
Title: _____
Title: _____
Test Speaker _____.

(Turn off your camera & mic.)

(After test speech)

Contestants and Sergeant-at-Arms, please make your way to the breakout room. Timing will start once all contestants are secured.

Tech Coordinator, please let me know when all the contestants are secured. *(Wait for signal)*

Timer, please put 5 minutes on the clock.

Thank you both. In the meantime, let's get to know our Test Speaker.

(Interview Test Speaker until you see the signal from the Timer. Wrap up & thank the speaker.)

CM: We will now bring in our first Evaluation contestant. Timer please put 1 minute on the clock.

(After the 1 min signal)

CM: Welcome Contestant #X

Please provide a mic check – thank you we can hear you

Are you happy with the webcam framing?

Timer – please announce yourself

Can you see the timer?

Contestant #1 _____

Contestant #1 _____

*[Introduce each contestant by stating their name TWICE. **SAY NOTHING ELSE**, as your words or tone can appear to show bias for or against the contestant. State the names with the same manner for each contestant. Do not comment on the speech or the contestant & keep your tone consistent. **Turn off your camera & mic immediately after introducing each contestant.**]*

CM: May we have one minute of silence while the judges mark their ballots. Timer, please give me the red signal at one minute.

(During the minute of silence, the tech coordinator should display slides listing the event functionaries, upcoming events, etc. Wait for one minute of silence to be complete before announcing next contestant.)

Evaluation Contest Script

CM: Welcome Contestant #____
Please provide a mic check – thank you we can hear you
Are you happy with the webcam framing?
Timer – please announce yourself
Can you see the timer?

Contestant #____: _____

Contestant #____: _____

[Follow this procedure for the remaining Evaluation contestants.]

(When the LAST contestant is done)

CM: May we now have silence while the judges complete their ballots. Judges, at this time, please complete your ranking of the Contestants. As a reminder, please print your name and sign the bottom of your ballot. Make sure you have ONE NAME for First, Second and Third Place & send a copy of your ballot to the Ballot Counters as instructed to do so in the Judges briefing.

Ballot Counters, **please remain in this room until you have received all of the ballots assigned to you** then exit to the Chief Judge's breakout room.

Timers, please take a picture of your timing sheets and send them to the Chief Judge as instructed during your briefing.

Zoom Technical Coordinator, please let me know when the Chief Judge leaves the room

(Once the Zoom Technical Coordinator tells you that the Chief Judge and ballot counters have left the room, you can continue.)

CM: Thank you. Let's give the contestants a big round of applause via the reaction button at the bottom of your screen. While we are waiting for the votes to be counted, let's get to know our contestants. Tech Coordinator, please allow the contestants to unmute themselves & turn on their cameras.

(Ask each contestant 1-2 questions and wait for reply before asking next question. Shorten number of questions asked based on time constraints of contest. If this is an Area or Division Contest, the Area Director, Division Director or Trio Member addresses the audience after the contestant interviews. Introduce them with their proper titles)

DIRECTOR'S ADDRESS (2-3 minutes)

(The Tech Coordinator will let you know when the Chief Judge is back in the room & the winner's slide is ready to be displayed.)

PRESENTING AWARDS

Evaluation Contest Script

CM: Once again, let's congratulate all of our contestants today. Now, for the moment we have all been waiting for...the announcement of our winners!

(Wait briefly for the Technical Coordinator to screenshare the slide)

1. We have no disqualifications (or we had _____ disqualification(s).)
2. The Third Place Winner is: _____
3. The Second Place Winner is: _____
4. The First Place Winner of the Club/Area/Division/District 47 Speech Evaluation Contest is: _____

Congratulations to all our winners! This Speech Evaluation Contest is adjourned! Winners, please stand by so we can get screen shot of all of you. Winners of today's contest will go on to represent Club/Area/Division/District at the next level of contests, which will be held on _____. It has been my pleasure to be your Contest Master today! On behalf of the entire contest team and all of our contestants, thank you for joining and enjoying the contest.

(If holding two contests on the same day)

Please help me welcome back our Sergeant-at-Arms, Toastmaster _____.

SAA #1: _____ : We will now have a 5 (or 10) minute intermission. The next contest will begin in 5 (or 10) minutes.

INTERMISSION