

# Speech Evaluation Contest Master Script

## Contest Master Starts Contest

### State:

“We will now begin the Speech Evaluation Contest. The contest will consist of a Test Speaker delivering a 5-7 minute speech during which the Contestants will listen and make notes. The contestants will then be escorted out of the room and given five minutes to compose their evaluation. Each contestant will then be given 2-3 minutes to deliver their evaluation of the test speech. Contestants will be judged by a panel of judges.”

### State:

“All contestants and judges participating in this contest are eligible for their roles per the Toastmasters International Speech Contest Rule Book.”

### State:

“Contestants and judges are the only ones who may lodge a protest over eligibility or speech content. There is a protocol in place to deal with protests if they arise. Protests will be resolved before the announcement of winners. Once the winners are announced the results are final.”

### State:

“The winner will represent their Club (Area or Division) Contest to be held on \_\_\_\_\_ at the Area, Division or District Contest to be held at \_\_\_\_\_.”

### State:

“These proceedings are designed to ensure 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.”

1. Please place all cell phones or other devices that make audible noises either off or on silent.

2. 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 the Contest Chair have given their approval in advance.
3. Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the room. If you must leave, please do so during the times of silence between contestant speeches. The sergeant-at-Arms will not allow anyone to enter the room during a contestant's speech."

**Ask:**

"Chief Judge, have all the Contest Officials been briefed and are we ready to proceed with the contest?" *Wait for an affirmative reply.*

**Chief Judge:**

"Yes, Mister / Madam Contest Master, all judges, timers and ballot counters have been briefed."

**Ask:**

"Chief Timer, will you please read the timing requirements for the contestants verbatim from the *Timer Record Sheet* and demonstrate how the timing device will be used."

**Chief Timer Replies:**

"Mister / Madam Contest Master, each contestant will have between 5 minutes and 7 minutes to speak. The green light will be displayed at 5 minutes and remain on for 1 minute. Then the yellow light will be displayed at 6 minutes and remain on for 1 minute. The red light will be displayed at 7 minutes and remain on until the speaker finishes speaking. Contestants will be disqualified for speaking less than 4 minutes 30 seconds or for speaking more than 7 minutes 30 seconds."

**State:**

"Thank you Chief Timer. As contest master I have briefed all the contestants regarding minimum and maximum time limits and stage area. We are ready to proceed with the contest"

**State:**

“To allow the judges time to mark their ballots, we will have one minute of silence after each contestant’s speech. After the final speaker, we ask everyone to remain silent until all the ballots are collected.”

**Ask:**

“Time Keeper, will you signal me when one minute has elapsed between contestant speeches?” *Wait for an affirmative reply.*

**State:**

“The speaking order for the contest was determined earlier by having our contestants draw for position. The Contestant order will be:”

- Our 1st speaker is \_\_\_\_\_
- Our 2nd speaker is \_\_\_\_\_
- Our 3rd Speaker is \_\_\_\_\_
- Our 4th Speaker is \_\_\_\_\_
- Our 5th Speaker is \_\_\_\_\_

**NOTE:** Lead applause before and after each speech. Request one minute of silence between speeches.

**State:**

Each Contestant will be introduced by stating:

**Contestant Number... Name...Name...Contestant number**

**Ask:**

“Are there any questions? If not, we will proceed with the Test Speech”

**State:**

"Please welcome \_\_\_\_\_. The title of his / her speech is \_\_\_\_\_.

At the end of the Test Speech, thank the speaker and....

**State:**

Sergeant-at-Arms, please escort the contestants from the room and allow them 5 minutes to compose their evaluations. Take notes from each contestant, except Contestant # one. Provide each contestant with their notes when they are called to present their evaluations."

**Ask:**

Timekeeper...will you please signal me when five minutes has elapsed? *Wait for an affirmative reply*

Once the Contestants have left the room, you can use the 5 minutes to interview the Test Speaker.

At the end of the 5 minutes signal, signal the Sergeant-at-Arms to escort the first Contestant into the room.

I would like to introduce our first Contestant

**Speaker #...Name...Name...Speaker#**

- o Could we have one minute on the clock for judges to mark their ballots

I would like to introduce our second Contestant

**Speaker #...Name...Name...Speaker#**

- o Could we have one minute on the clock for judges to mark their ballots

I would like to introduce our third Contestant

**Speaker #...Name...Name...Speaker#**

- o Could we have one minute on the clock for judges to mark their ballots

I would like to introduce our fourth Contestant

**Speaker #...Name...Name...Speaker#**

- o Could we have one minute on the clock for judges to mark their ballots

I would like to introduce our final Contestant

**Speaker #...Name...Name...Speaker#**

**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. After all the ballots have been collected and the Chief Judge and Ballot Counters have left the room, begin the Contestant Interviews. If a contestant competes in both contests, interview that contestant during the second contest.

**Contestant Interviews**

**State:**

"At this time, I would like to begin the Contestant interviews" (Use the **Contestant Profile Forms** for reference material...2 min/Contestant):

Interview Contestants and give each one a **Certificate of Participation**

Interview Contestant # 1 \_\_\_\_\_

Interview Contestant # 2 \_\_\_\_\_

Interview Contestant # 3 \_\_\_\_\_

Interview Contestant # 4 \_\_\_\_\_

Interview Contestant # 5 \_\_\_\_\_

**Note:** While a protest is very rare - this is the most likely time for it to be lodged.

It must be dealt with immediately. Protest can only be based on eligibility and speech originality and must be lodged with the Chief Judge and Contest Chair **only** by another contestant or by a judge. (See the section titled 'Protests and Disqualifications' in the Toastmasters International **Speech Contest Rule Book**.)

**Announce Contest Results and Present Certificates**

- 1. In contests where medallions or trophies are awarded, the Contest Master will receive the filled in 3rd place certificate from the Chief Judge.

2. The Chief Judge gives the Contest Master the **Results Form** indicating disqualifications and listing the contest winners in reverse order...3rd...2nd...1st.
3. Ask the Chief Judge if there were any disqualifications based on time.
4. Invite the highest level dignitary in the room to help present the awards.

**State:** “There were no {or one, two, etc.} disqualifications.”

**Present certificates or trophies in reverse order so suspense builds in anticipation of who the winner will be. Note:** a 3rd place certificate is presented **only** if there are 5 contestants.

### **At End of Contests:**

Thank the Contest Volunteers and give them a *Certificate of Participation or Appreciation*: **Note: Thank the anonymous Judges, but not by name**

- Chief Judge
- Chief Ballot Counter
- Assistant Ballot Counter
- Assistant Ballot Counter
- Chief Timer
- Assistant Timer
- Sergeant-at-Arms

Thank the Contestants for their efforts and courage to compete in this contest!

### **Adjourn Speech Evaluation Contest.**

## **Contest Wrap-Up Paperwork**

- Chief Judge completes *Notification of Contest Winner Form* listing the order of **all** contestants **and** provides the list to the Contest Master showing placement of contestants
- Contest Master gives *Notification of Contest Winner Form* to the Area Director or next level Contest Chair
- Contest Master gives Area or next level contest chair all *Contestant Profile Forms* and *Certification of Eligibility and Originality Forms* for use in the next level contests.
- All ballots and sensitive information not passed on to the next level must be destroyed