

Evaluation Speech Contest

The following is a suggested script for the **Online Spring 2024 Evaluation Speech contest**. This script provides the guidelines to ensure the contest rules such as Chief Judge guidelines, contest rules, speaker introductions, and timing are adhered to. As long as you cover items outlined in the current [Speech Contest Rulebook](#), feel free to modify the script to “make it your own.”

<p>Sergeant at Arms</p>	<p style="text-align: center;">(Call contest to order)</p> <p><i>Welcome fellow Toastmasters and honored guests to (NAME of Contest, e.g.: Area XX; Division X; District 101 Evaluation Speech Contest for 2023).</i></p> <p style="text-align: center;"><i>Here are some logistical Information:</i></p> <p style="text-align: center;"><i>If you need to use your bathroom, it’s where you last used it.</i></p> <p><i>Except for the speaker and Toastmaster, everyone will remain on mute. Everyone’s video will be off except for the Toastmaster, the signaling Timer, and the speaker on the stage.</i></p> <p><i>Do not take screenshots or video recordings during any contestant speeches. Video recording is allowed only for people who have received advanced approval from the Contest Chair.</i></p> <p><i>Also, we ask everyone to stay out of the Chat room so contest essential communication can be shared as needed.</i></p> <p><i>Please take a moment now to ensure you are muted, your video is off. Turn off or silence cell phones and any other devices that may make noise during the contest.</i></p> <p><i>To get us started help me welcome</i></p> <p style="text-align: center;">Introduce appropriate officer (District PQD/Division or Area Director)</p>
<p>District PQD/Division or Area Director</p>	<p><i>(skip this section if both contests are done together and you already did this at the start of the contest)</i></p> <p><i>Thank you (SAA Name)</i></p>

	<p style="text-align: center;">(Welcome Everyone & Introduce Guests)</p> <p><i>Before we begin, I want to recognize the dignitaries who have joined us today.</i></p> <p style="text-align: center;">(Announce in the following order)</p> <ul style="list-style-type: none"> ◆ current International Director (Region 2) ◆ current District 101 officers <ul style="list-style-type: none"> ○ Program Quality Director ○ Club Growth Director ◆ Immediate Past District 101 Director <ul style="list-style-type: none"> ○ Current PR Manager ○ Current Administration Manager ○ Current Finance Manager ○ Current Parliamentarian ○ Current Logistics Manager ○ Current Division Directors ◆ Current Division Area Directors ◆ Other District 101 Area Directors in order ◆ Other Region current International Directors (non-Region 2) ◆ Other District current District Directors ◆ Other District current Division Directors ◆ Other District current Area Directors <ul style="list-style-type: none"> ○ Past International Directors (Region 2 first) ○ Past District Directors (101 first) <p style="text-align: center;">(If any contestant is a past Dignitary do not announce them at this time. That information is brought out as part of the Contestant interview.)</p> <ul style="list-style-type: none"> ◆ <i>We are preparing for the next term of office starting 1 July. There are a variety of offices in the District that are up for election. The elections will be held on (DATE) at the District 101 Conference.</i> ◆ <i>Here are the current candidates for elected positions in District 101: (use the list provided by the PQD or the District Director.)</i>
<p>Contest Chair</p>	<p style="text-align: center;">(Welcome)</p> <p><i>Thank you (NAME of introducing official) and thank you, everyone, for joining us today.</i></p> <p><i>(say for Area Contest)</i></p>

*Today's Evaluation Speech Contest winner will progress to represent **Area NAME** at the **Division NAME** contest, which will take place on **(DATE; LOCATION)**.*

If a contest winner is unable to participate in the next contest level, the highest-placed available contestant will advance.

(say for Division Contest)

*Today's Evaluation Speech Contest winner will progress to represent **Division NAME** at the **District 101** contests, which will take place during the Annual Conference on **(DATE)**.*

If a contest winner is unable to participate in the next contest level, the highest-placed available contestant will advance

(say for District Contest)

Today's Evaluation Speech Contest winner will be the District 101 Evaluation Speech Champion for 2024.

Introduce Evaluation Speech Contest Toastmaster

Welcome to the Evaluation Speech portion of the Area NAME/Division NAME/District 101 Speech Contest.

*Thank you **(NAME of introducing official)** and thank you, everyone, for joining us today.*

Purpose

- *Speech contests provide an opportunity for speakers to improve their speaking abilities and to recognize the best as an encouragement to all Toastmasters.*
- *The Evaluation Speech Contest offers an opportunity to learn by observing the speakers who have benefited from their Toastmasters training.*

Eligibility

To be eligible a contestant must:

- *Be a Toastmaster in good standing of a club in good standing, meaning the club has 8 or more members and their membership dues are current with Toastmasters International.*
- *A member of a newly chartered club may compete if the club is*

officially chartered before the Area contest.

- *Not be a current District or International officer, nor have declared the intent to run for District or International office (i.e. District Program Quality Director, Division Director, etc.).*
- *Not be an Immediate Past District Director*
- *Not be a Candidate for District positions elected by the District Council for the term beginning the upcoming July 1.*
- *Toastmasters who are members of more than one club and meet all other eligibility requirements may compete at each club level. They may not, however, compete in more than one Area/Division Contest of the same type even if the Areas/Divisions are in different Divisions or Districts.*

(Contest Rules)

The contestants have been briefed about the agreed speaking area which is the frame of their camera.

Contestants are required to stay in the frame, any movement out of the frame which includes parts of their face or upper body will make it difficult for judges to observe them and may not work in their favor.

- *There is no penalty for moving out of frame.*

Speakers may stand or sit depending on the space available to them.

- *Props may be used to support or illustrate the speech.*

There is no recording of speeches, screenshots, or pictures allowed during the contest.

- *Everyone is to remain muted, with your video off, except the Toastmaster, the signaling Timer, and the speaker on the stage.*

Even though you are muted we ask that you turn off all beepers, cell phones, or any object that may make noise during the contest.

Once the speaker begins no prompt will be given for moving out of the frame. Speakers can monitor themselves on their computer screen.

There will be one minute of silence after each contestant for the judges to mark their ballots. After the final contestant, I will ask for silence until the judges and ballot counters have collected all the judges' ballots.

(Speaking Order)

*I will address each contestant by name and ask, "**Are You Ready?**"*

- [The Contestant will select "Hide non-video participants"]
- [Once that is done, the Contestant is required to provide an Audible "**Yes, I am ready**" to confirm their audio is on and they are ready to speak.]

*When the Contestant responds, "**I am ready**", the Tech Chair will Spotlight the Speaker.*

Then the Tech Chair will Spotlight the Timer.

*Next, I will ask each speaker "**Can You See the Timer**"*

- [The Contestant will provide an audible "**Yes**" to the Toastmaster]

*Then I will ask the Timer, "**Timer, Are you Ready**"*

*The Timer will respond "**The Timer is Ready.**"*

To eliminate any perception of bias, I will introduce each contestant in the same way:

Speaker Name, Speaker Name

The Speakers will not start their Evaluation until I formally announce them.

*The speaking order has been chosen randomly by drawing lots, and I'll announce the order now. You may want to mark your program with the contestant numbers. (**Event Chair**) please post the speaking order in the Chat Room.*

	<p style="text-align: center;">[Event Chair will post it in the Chat Room after the selection as the Toastmaster announces the order]</p> <p style="text-align: center;">Evaluation Speech Contest Speaking Order</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p><i>To explain the Contest Rules help me welcome our Evaluation Speech Contest Chief Judge, NAME.</i></p> <p>NAME, please unmute yourself and turn your video on.</p>
<p>Evaluation Contest Chief Judge</p>	<p><i>Thank you, Mr./Madam Toastmaster.</i></p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><i>(if the Toastmaster has not defined the eligibility criteria)</i></p> <p><i>To be eligible to compete in today’s contest each contestant must</i></p> <ul style="list-style-type: none"> - <i>Be a Toastmaster in good standing of a club in good standing, meaning the club has 8 or more members and their membership dues are current with Toastmasters International.</i> - <i>A charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must be officially chartered before the Area contest to qualify.</i> - <i>The member cannot have declared the intent to run for District or International office.</i> - <i>The member cannot be competing in another Division International Speech contest.</i> - <i>Not be a current District or International officer</i> - <i>Not be a Candidate for District positions elected by the District Council for the term beginning the upcoming July 1.</i>

	<ul style="list-style-type: none">- <i>Not be an Immediate Past District Director</i>- <i>Toastmasters who are members of more than one club and meet all other eligibility requirements may compete at each club level. They may not, however, compete in more than one Area/Division Contest of the same type even if the Areas/Divisions are in different Divisions or Districts.</i> <p>-----</p> <ul style="list-style-type: none">- <i>All contestants meet the eligibility criteria.</i>• <i>Once the Test speaker has delivered a 5–7 minute speech, all evaluation contestants will be moved to a breakout room with the Sergeant-at-Arms and given 5 minutes to prepare their evaluation.</i>• <i>(The Timer and the Sergeant-at-Arms will time the 5-minute period)</i>• <i>After 5 minutes, the Sergeant-at-Arms will instruct the contestants to stop taking notes and show their hands at screen level so the Sergeant at Arms can verify they are no longer continuing to take notes.</i>• <i>The Tech Chair will send a message to the breakout room for contestant 1 to return to the Main Room.</i>• <i>When it is a contestant’s time to speak, he or she may use any notes they took during the 5-minute period.</i>- <i>During the presented evaluations any quoted material must be attributed to the source where the contestant heard it or saw it.</i>- <i>After delivering their evaluation, contestants may stay in the Main room.</i>- <i>Persons will only be admitted or allowed to leave the Main Room during the one minute of silence between speaker.</i>- <i>No one may leave or enter during an evaluation.</i>- <i>The time of the Evaluation Contest is 2 to 3 minutes. Any contestant speaking less than 1:30 or more than 3:30 will be disqualified.</i>
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- *The lights will be activated as follows, (ensure the timekeepers activate the lights/cardboards as you indicate time)*
 - **Green** Light at 2 minutes,
 - **Amber/Yellow** Light at 2 minutes, 30 seconds
 - **Red** Light at 3 minutes and will stay on until the contestant has finished speaking. No notice will be given if a contestant goes over time.
- *Timing starts with the first word uttered or when the speaker uses any form of communication or gesture toward the audience.*
- *There will be one minute of silence in between the speakers for the judges to mark their ballots. Please note that means total silence.*
- *After the final contestant, an additional two minutes will be provided for the judges to rank the contestants.*
- *Judges have been instructed not to consider time in their ranking of the contestants.*
- *If audio or video technology fails during the contest*
 - *If only one contestant is impacted, I (Chief Judge) will pause the contest until the technology issue is resolved.*
 - *The contestant will resume their speech at the point at which the technology failed. They will be given an additional **30 seconds** for the completion of his or her speech.*
 - *If the Contest Chair determines that the contest can no longer continue (due to a lack of contestants or contest officials), the contest will be reconvened at a later date or time.*
- *All judges have been briefed and are qualified to judge this contest.*
- *There are (#) judges (**no less than 5 for Area, no less than 7 for Division, no less than 9 for District**) and a secret tie-breaker judge known only to the Chief Judge*

	<p>- <i>Protests may only be entered by a contestant or a Judge. The protest must be based on eligibility or originality and presented to either the Chief Judge and/or Contest Chair</i></p> <p>- <i>Once the results have been announced, all decisions are final</i></p> <p><i>Are there any questions?</i></p> <p><i>Thank you, Mr./Madam Toastmaster.</i></p>
<p>Evaluation Contest Toastmaster</p>	<p><i>Chief Judge, have the contestants, judges, timers, and ballot counters been briefed?</i></p> <p>Chief Judge Responds (Yes, they have Mr./Madam Toastmaster)</p> <p><i>It's time for us to begin.</i></p> <p style="text-align: center;">Introduce Test Speaker</p> <p style="text-align: center;">Name, speech title, speech title, name</p> <p>Name: Test Speaker Name</p> <p>Title: <u>“Speech Title”</u></p> <p>Title: <u>“Speech Title”</u></p> <p>Name: Test Speaker Name</p>
<p>Test Speaker</p>	<p style="text-align: center;">Present Test Speech</p>
<p>Evaluation Contest Toastmaster</p>	<p>Upon conclusion of the speech, ask the Tech Chair to open the breakout rooms and move the Sergeant-at-Arms and contestants to the breakout room.</p> <p>- Once the Sergeant at Arms and contestants are in the breakout room, ask the Timer to indicate when five minutes have elapsed. The Timer should signal, Green at 3 minutes, Yellow at 4 minutes and Red at 5 minutes.</p> <p>Sergeant-at-Arms will time the 5 minutes for the evaluators to write their evaluations. The Tech Chair will also notify the SAA when the 5 minutes is up.</p>

- Interview the Test Speaker for 5 minutes and provide a Certificate of Appreciation. When complete ask the Tech Chair/SAA to bring in the first contestant.

It's time for us to begin the contest.

- **(NAME of First Contestant): "Are You Ready?"**
 - Contestant provides an Audible "Yes, I am ready"

(Tech Chair Spotlights the Contestant)

- *"Tech Chair please Spotlight the Timer."*

(Tech Chair Spotlights the Timer)

- *"Can You See the Timer"*
 - Contestant replies: "Yes"

- *"Timer, Are you Ready"*
 - *Timer responds: "The Timer is Ready."*

Speaker Name, Speaker Name

Request one minute of silence

(Timer Shows **Red/Red** turns off at the end of one minute)

- **(NAME of Next Contestant): "Are You Ready?"**
 - Contestant provides an Audible "Yes, I am ready"

(Tech Chair Spotlights the Contestant)

- *"Tech Chair please Spotlight the Timer."*

(Tech Chair Spotlights the Timer)

- *"Can You See the Timer"*
 - Contestant replies: "Yes"

- *"Timer, Are you Ready"*
 - *Timer responds: "The Timer is Ready."*

Speaker Name, Speaker Name

	<p style="text-align: center;">Request one minute of silence</p> <p>(Timer Shows Red/Red turns off at the end of one minute)</p> <ul style="list-style-type: none"> ● (NAME of Next Contestant): "Are You Ready?" <ul style="list-style-type: none"> ○ Contestant provides an Audible "Yes, I am ready" <p style="text-align: center;">(Tech Chair Spotlights the Contestant)</p> <ul style="list-style-type: none"> ● "Tech Chair please Spotlight the Timer." (Tech Chair Spotlights the Timer) ● "Can You See the Timer" <ul style="list-style-type: none"> ○ Contestant replies: "Yes" ● "Timer, Are you Ready" <ul style="list-style-type: none"> ○ Timer responds: "The Timer is Ready." <p style="text-align: center;">Speaker Name, Speaker Name</p> <p style="text-align: center;">Request one minute of silence</p> <p>(Timer Shows Red/Red turns off at the end of one minute)</p> <ul style="list-style-type: none"> ● (NAME of Next Contestant): "Are You Ready?" <ul style="list-style-type: none"> ○ Contestant provides an Audible "Yes, I am ready" <p style="text-align: center;">(Tech Chair Spotlights the Contestant)</p> <ul style="list-style-type: none"> ● "Tech Chair please Spotlight the Timer." (Tech Chair Spotlights the Timer) ● "Can You See the Timer" <ul style="list-style-type: none"> ○ Contestant replies: "Yes" ● "Timer, Are you Ready" <ul style="list-style-type: none"> ○ Timer responds: "The Timer is Ready." <p style="text-align: center;">Speaker Name, Speaker Name</p> <p style="text-align: center;">Request one minute of silence</p>
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(Timer Shows **Red/Red** turns off at the end of one minute)

- **(NAME of Next Contestant):** "Are You Ready?"
 - Contestant provides an Audible "Yes, I am ready"
- **(Tech Chair Spotlights the Contestant)**
- "Tech Chair please Spotlight the Timer."
(Tech Chair Spotlights the Timer)
- "Can You See the Timer"
 - Contestant replies: "Yes"
- "Timer, Are you Ready"
 - Timer responds: "The Timer is Ready."

Speaker Name, Speaker Name

(Timer Shows **Red**, at the end of one minute, ask the Timer to announce One Minute and leave the **Red** Background up until all ballots are received and Chief judge and ballot counters are all moved into the breakout room.)

Remind everyone to remain silent until the judges have submitted the ballots.

** (The Chief Judge will notify the Timer, Toastmaster, and Contest Chair when all judges have submitted the ballots. Tech chair will move all Ballot Counters and Chief Judge to the Breakout Room – the Timer will change the **Red** screen/background to **Green**).**

[once the Background turns to **Green** the Toastmaster will begin the interview process]

(Contestant Interview)

(Interview each contestant in speaking order)

	<ul style="list-style-type: none"> ● Explain that the Certificates of Participation will be sent to the participants. ● Ask each contestant the name of their club and how long they have been a Toastmaster. ● If time permits, ask another “interview” question related to biographical information or speech topic. ● Planned duration of the interview will be determined by prior discussion with the Contest Chair. <p style="text-align: center;"><i>“Let’s have another hand for all of our contestants.”</i></p> <p style="text-align: center;">(After concluding the interview return control to Contest Chair)</p> <p style="text-align: center;"><i>“Let’s welcome back Our Contest Chair (NAME)”</i></p>
<p>Contest Chair</p>	<p><i>Let’s have another hand for our Toastmaster (NAME)</i></p> <p><i>An event like this does not happen without the contestants willing to share their time and talents with us.</i></p> <p><i>In addition, this event is made possible through the support and effort of a team of people.</i></p> <p>(display the slide with the Functionary Titles and Names. This includes the Event Chair, Contest Toastmaster, Chief Judge, Sergeant at Arms, Timers, and Ballot Counters)</p> <p style="text-align: center;"><i>To announce the results let’s welcome back...</i></p> <p style="text-align: center;">Introduce appropriate officer (District Program Quality Director (PQD)/Division or Area Director)</p>

<p>District PQD/Division or Area Director</p>	<p><i>Thank you (NAME of Contest Chair)</i></p> <p><i>Before announcing the results, I want to announce there:</i></p> <ul style="list-style-type: none"> • <i>ARE NO Time Disqualifications</i> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • <i>IS/ARE (#) Time Disqualification(s). Those contestants affected will be notified privately by the Chief Judge.</i> <p><i>(say for Area Contest)</i></p> <p><i>Today’s Evaluation Speech Contest winner will progress to represent Area NAME at the Division NAME contest, which will take place on (DATE; LOCATION).</i></p> <p><i>If a contest winner is unable to participate in the next contest level, the highest-placed available contestant will advance.</i></p> <p><i>(say for Division Contest)</i></p> <p><i>Today’s Evaluation Speech Contest winner will progress to represent Division NAME at the District 101 contests, which will take place during the Annual Conference on (DATE).</i></p> <p><i>If a contest winner is unable to participate in the next contest level, the highest-placed available contestant will advance</i></p> <p><i>(say for District Contest)</i></p> <p><i>Today’s Evaluation Speech Contest winner will be the District 101 Evaluation Speech Champion for 2024.</i></p> <p><i>Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers may immediately interrupt to correct the error.</i></p>
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	<p>[In contests with three (3) or more participants:</p> <ul style="list-style-type: none"> ● a third-place winner ● a second-place winner ● and a first-place winner will be announced. ● Winners will be announced in reverse order.] <p>[In contests with fewer than three (3) participants:</p> <ul style="list-style-type: none"> ● a second-place winner (if applicable) ● a first-place winner will be announced. ● Winners will be announced in reverse order. <p>[Occasionally, a contest will be held with only one (1) contestant.]</p> <ul style="list-style-type: none"> ● A contest must still be held ● If the contestant does not meet the timing, originality, and eligibility requirements the contestant will be disqualified <ul style="list-style-type: none"> ● Announce Third Place Winner (applaud/wave) ● Announce Second Place Winner (applaud/wave) ● Announce First Place Winner (applaud/wave) <p>(Awards are presented by displaying the Award Certificates (3rd, 2nd, 1st) one at a time in Shared Screen mode for each Award Level, one at a time.)</p> <p style="text-align: center;">(Brief Speech if desired)</p> <p style="text-align: center;">Let's welcome back our Contest Chair (NAME)</p>
<p>Division Director(s)</p>	<p><i>Thank you, Mr./Madam District PQD/Division or Area Director,</i></p> <p><i>Let's have another round of applause for all our contestants today.</i></p>

	<p><i>The winners and runners-up will be contacted by email to verify the information that will be sent to the next level contest.</i></p> <p><i>Participation Certificates for all contestants and the functionaries who made this event happen will be provided by email.</i></p> <p><i>We especially want to thank our District Leaders Present and Past who shared their time with us today to make this Contest a success.</i></p> <p><i>Thank you to all of you for attending and supporting the contestants.</i></p> <p><i>We will leave the room open for another 10 minutes for people who would like to spend some time congratulating the speakers or talking with friends.</i></p> <p><i>This Contest is officially adjourned.</i></p>
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Notes for Club Contests

At the Club Level:

1. The role of the Club Vice President of Education (VPE) is to schedule and help put together the Club Contest.
 - a. The role of the Contest Chair in the script can be filled by the VPE.
 - b. If the VPE is competing, then the Contest Chair can be assigned to another club member.

2. The District/Area/Division Officer can be filled by the Club President.
 - a. If the President is competing in the Club Contest, then the District/Area/Division Officer role can be filled by the Contest Chair.
 - b. In this case, adjust the script as appropriate.

3. At the Club Level, it is important that the contestants know the eligibility requirements and how the contest is conducted. Those are important elements for the contestants to know at the club level before moving to the next level.