

## **Toastmasters District 64 Evaluation Contest Script**

### *Suggested Opening – Contest Chair*

Greetings fellow Toastmasters, and most welcome guests. It is my pleasure to welcome you to the \_\_\_\_\_ Evaluation Contest! Today, we have the opportunity to see some of the (Club/Area/Division/District)'s most proficient evaluators in action. The winner of this contest will advance to the next level, to be held \_\_\_\_\_ at \_\_\_\_\_.

There are three key reasons we have evaluation contests:

- to give members an opportunity to compare their evaluation styles to other Toastmasters
- to reinforce positive evaluation technique as a cornerstone of the Toastmasters Educational program
- to allow those not participating in the contest to learn from observing proficient evaluators, and to potentially apply the recommendations they hear to future presentations

At this time, we will take a 10 minute break. The Chief Judge will meet with the judges, timers and ballot counters, and I will meet with the contestants.

### *10 Minute Break*

Welcome back to the contest!

As some of you may have not seen an evaluation contest before, here is an idea of what to expect.

A test speaker has been selected to deliver a 5-7 minute speech. The contestants are not to be made aware of any objectives related to the speech, including any manual objectives. The speaker will be shown a green signal at 5 minutes, a yellow signal at 6 minutes and a red signal at 7 minutes.

All contestants will evaluate the same speech.

After the test speech is delivered, the contestants will leave the room. They have 5 minutes to make notes on paper provided to them by the Sergeant-at-Arms.

After 5 minutes have elapsed, the Sergeant-at-Arms will collect the notes from all speakers, and escort the first contestant into the room, returning the contestant's notes once they are announced.

In interest of fairness, the remaining contestants will remain out of the room until it is their turn. After their evaluation is complete, contestants may watch the remainder of the contest.

There will be a 1 minute break between speakers for the judges to mark their ballots. At the end of the 1 minute break, the Sergeant at Arms will return the next contestant's notes as they head to the lectern. I will ask the timer to provide a red signal once 1 minute has elapsed. Once all of the contestants have presented, there will be silence until the judges have marked their ballots, and the Chief Judge and Ballot Counters leave the room.

Before we begin, there are a few housekeeping details. Please turn off all noisemaking devices, personal electronics, watch alarms and cellular phones at this time.

Evaluation Contests are sanctioned by Toastmasters International, and are governed according to the Toastmasters International Evaluation Contest Rules. Today, our chief judge is \_\_\_\_\_, and is familiar with the contest rules. Any and all decisions of the Chief Judge are final and not debatable.

The Chief Judge has briefed the judges, timers and ballot counters, and reviewed the time and light procedure with the timers. The timing lights are hidden from view and are for the benefit of the speakers only.

The Chief Judge has also ensured appropriate seating arrangements have been made to separate judges from contestants. \_\_\_\_\_, are you satisfied with the seating arrangements?

Evaluations will be between 2 and 3 minutes. The speaker will receive a green signal at 2 minutes, a yellow signal after 2 minutes and 30 seconds, and a red signal at 3 minutes. The red signal will remain visible until the speaker is complete.

Any speaker who speaks for less than 1 minute and 30 seconds, or longer than 3 minutes and 30 seconds will be disqualified. Timing begins at the first verbal or non verbal communication with the audience, and ends after the last word is spoken.

No one may enter or leave the room during the evaluation portion of the contest. You may leave the room during the 5 minute period between the test speaker and the evaluators or during the 1 minute of silence between evaluators. If you do leave the room please remain outside until the contest has ended.

Please help me welcome today's test speaker: Name. Title of Speech. Title of Speech. Name

*Test speaker presents a 5-7 minute speech.*

Thank you (name). At this time, I will ask the Sergeant at Arms to escort all contestants from the room for 5 minutes. The timer will start the clock at my signal and show me a red signal once 5 minutes have elapsed.

*Contestants are led out of the room.*

*Contest Chair interviews test speaker, makes short announcements.*

*NB: FIVE MINUTES ONLY – Contest Chair must suspend proceedings once the timer gives the signal.*

Contest Chair: Thank you. The contestants have prepared their evaluations and are ready to present.

I will introduce each speaker by saying their name twice. After the speaker is introduced, the Sergeant at Arms may return their notes.

First Contestant. First Contestant.

*Repeat for all contestants. After last contestant:*

I ask you to remain silent until the judges have marked their ballots, and the ballot counters and chief judge have left the room.

*Contestant Interviews*

*Chief judge returns with results.*

*Announce disqualifications. In contests with fewer than 5 contestants, only 2nd and 1st are announced.*