

"EVALUATION AND INTERNATIONAL SPEECH CONTEST SCRIPT"

By

Quality Contest Chair

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BEFORE YOU START

1. Keeping the word in CAPS, replace the following words with the name of the Club President, Area Director, or Division Director:
[CLUB PRESIDENT / AREA DIRECTOR / DIVISION DIRECTOR].
2. Make sure you know who your D50 Conference Representative is.

CLUB PRESIDENT / AREA DIRECTOR / DIVISION DIRECTOR

Call Meeting to Order

Introduce Contest Chair (Educational Level & Name)

CONTEST CHAIR

Welcome the audience

Call to Recite the Pledge of Allegiance, or

Deliver Inspiration

Recognize dignitaries

Read information exactly as on district dignitary list from left to right for those dignitaries present.

Introduce the **Contest Master** (Educational Level & Name)

CONTEST MASTER

Deliver Opening Remarks

Keep it brief, but make it fun!

Please do not exceed 5 minutes. Remember the focus of a contest is on the Contestants.

EVALUATION SPEECH CONTESTS**CONTEST MASTER**

(Announce)

"Speech contests are an important part of the Toastmasters educational program."

"Speech contests provide an opportunity for speakers to gain contest experience, and to recognize the best speakers as an encouragement to everyone."

"Contests also provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training."

"We will have two contests: The Evaluation and the INTERNATIONAL Speech Contests for Area (s) _____ (Name all areas) / Division (s) _____ (Name all Divisions)."

"Please give your full attention to the contestants while they are speaking. There will be a minute of silence between each speaker to allow the judges to mark their ballots, AND indefinite silence after all speakers to allow the judges to tally their ballots and the ballot counters to collect all ballots."

"Entering and leaving the room should be restricted to the minute of silence between presentations or after all presentations have been completed."

"At this time, please check that all cell phones, watches, or other electronic noisemakers are turned off or silenced, so that they will not distract the speakers. Please refrain from texting or status updating during the contests."

“There will be plenty of photo opportunities when our winners are announced. Audio or video recording is not permitted without the prior written permission of the contestants. Further, please do not share photos of recordings of any presentation today on any Social Media platform without obtaining the speakers permission. ” (Announce if the Video recording was authorized).

“Ladies and Gentlemen please welcome our Chief Judge for today’s contest:”

Announce Chief Judge’s TM educational level and name)

(Announce)

“Mr. /Madam Chief Judge, have all the contestants, helpers and judges been briefed about this contest rules?”

CHIEF JUDGE

Chief Judge will say:

“Yes, Mr./Madam Contest Master. Let the Contest begin!”

CONTEST MASTER

“We will now begin our EVALUATION CONTEST.”

FOR A SINGLE CONTEST

“The speaking order for the Evaluation Speech Contest is:

Contestant No.1	
Contestant No.2	
Contestant No.3	
Contestant No.4	
Contestant No.5	
Contestant No.6	
Contestant No.7	

CONTEST MASTER

“At this time, will the Featured Speaker please come forward.

Please help me welcome the Featured Speaker for our evaluation contest(s) [first name, last name - no educational level]

Speech Title _____

Repeat Speech Title _____

Repeat Featured Speaker’s First and Last Name

CONTEST MASTER

During the speech, be unobtrusive. SIT CLOSE TO THE STAGE.

Take notes during the speech - come up with possible interview questions for the 'Meet the Featured Speaker' segment. Do not anticipate the end of the speech. Be prepared to fill the five-minute time until the first Evaluation Contestant is ready.

(Announce)

“Will the designated Sergeant at Arms please escort all contestants out of the room”

CONTEST MASTER

(Announce)

Invite the Featured Speaker back to the stage.

Ask the Featured Speaker:

“What is your home club?”

“How long have you been in Toastmasters?”

“What is your TM Educational Level?”

Then ask one or two interview questions from your notes. Have enough material to last at least five minutes. Thank the speaker, shake their hand, give them certificate of appreciation.

Lead final Round of Applause

[To the Sergeant-at-Arms]: Mr./Madam Sergeant-at-Arms, may we have our first contestant please?

“After all contestants have spoken, the judges will be given all the time they need to complete their ballots.”

(Announce)

Contestant # 1

Contestant name _____

Contestant Name _____

Contestant # 1

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

When each contestant's speech is done, announce:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute. Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 2

Contestant name _____

Contestant Name _____

Contestant # 2

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 3

Contestant name _____

Contestant Name _____

Contestant # 3

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 4

Contestant name _____

Contestant Name _____

Contestant # 4

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 5

Contestant name _____

Contestant Name _____

Contestant # 5

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 6

Contestant name _____

Contestant Name _____

Contestant # 6

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

CONTESTANT # 7 – LAST CONTESTANT

Contestant name _____

Contestant Name _____

Contestant # 7

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When LAST contestant's speech is done:

"We will now have an indefinite silence for the judges to mark and tally their ballots, and for the Ballot Counters to collect all ballots. Everyone please remain silent."

When all ballots are collected, the Chief Judge will let you know, and will leave the room with the Ballot Counters.

Lead the applause.

CONTEST MASTER

If in an AREA contest then call the AREA director, if in and DIVISION contest, then call Division Director

(Announce)

“Please welcome our **Area / Division** Director _____
_____ Educational level and Name _____ to the stage to
deliver the Area announcements.”

Lead applause.

Allow approx 3 minutes for announcement.

Area Director (If Area Contest)

Deliver the Area announcements

Calls up the Division Director for announcements

(Announce)

“Please welcome our **Division** Director _____
_____ Educational level and Name _____ to the stage to
deliver the Division announcements.”

Lead applause.

Allow approx 3 minutes for announcement.

Division Director

Announces the Division contest

Calls up the District Representative for CONFERENCE announcements

“Now let’s hear from [_____ Educational level and
Name _____] about the upcoming District 50 Conference.”

Lead applause.

Allow approx 3 minutes for announcement.

Transfer control to the CONTEST MASTER

CONTEST MASTER

(Announce)

“Thank you, _____ (District 50 Rep). We will now have a 10-minute break. Please enjoy the refreshments. We will resume our contest, at _____.”

Ask Time Keepers to time 10 minutes for the break.

Have them give you an indication at 8 or 9 minutes so that you will be ready to start on time.

INTERNATIONAL SPEECH CONTEST

CONTEST MASTER

Call meeting back to order and get the energy back up!

Deliver any special remarks

(Announce)

“Please give your full attention to the contestants while they are speaking. There will be a minute of silence between each speaker to allow the judges to mark their ballots, and indefinite silence after all speakers to allow the judges to tally their ballots from both contests and the ballot counters to collect all ballots. Entering and leaving the room should be restricted to the minute of silence between presentations or after all presentations have been completed.

“At this time, please check that all cell phones, pagers, watches, or other electronic noisemakers are turned off or to silent, so that they will not distract the speakers. Please refrain from texting or status updating during the contests.

“There will be plenty of photo opportunities when our winners are announced. Audio or video recording is not permitted without the prior written permission of the contestants.

“Ladies and Gentlemen please welcome our Chief Judge for today’s contest:”

Announce Chief Judge’s TM educational level and name)

(Announce)

“Mr. /Madam Chief Judge, have all the contestants, helpers, and judges RETURNED to the room?”

CHIEF JUDGE

Chief Judge will say:

“Yes, Mr./Madam Contest Master. Let the Contest begin!”

CONTEST MASTER

“We will now begin our INTERNATIONAL SPEECH CONTEST.”

FOR A SINGLE CONTEST

“The speaking order for the INTERNATIONAL Speech

Contestants: No.1	
Contestant No.2	
Contestant No.3	
Contestant No.4	
Contestant No.5	
Contestant No.6	
Contestant No.7	

FOR A COMBINED CONTEST

“The speaking order for the AREA ?? INTERNATIONAL Speech

Contestants: No.1	
Contestant No.2	
Contestant No.3	
Contestant No.4	
Contestant No.5	
Contestant No.6	
Contestant No.7	

“The speaking order for the AREA ?? INTERNATIONAL Speech Contest is:

Contestant No.1	
Contestant No.2	
Contestant No.3	
Contestant No.4	
Contestant No.5	
Contestant No.6	
Contestant No.7	

(Announce)

Contestant # 1

Contestant name _____

Speech Title _____

Speech Title _____

Contestant Name _____

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 2

Contestant name _____

Speech Title _____

Speech Title _____

Contestant Name _____

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 3

Contestant name _____

Speech Title _____

Speech Title _____

Contestant Name _____

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 4

Contestant name _____

Speech Title _____

Speech Title _____

Contestant Name _____

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 5

Contestant name _____

Speech Title _____

Speech Title _____

Contestant Name _____

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 6

Contestant name _____

Speech Title _____

Speech Title _____

Contestant Name _____

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When each contestant's speech is done:

"We will now have one minute of silence for the judges to mark their ballots."

Ask Timers to time the one minute.

Remind audience to remain silent during the one minute if needed.

(Announce)

Contestant # 7

Contestant name _____

Speech Title _____

Speech Title _____

Contestant Name _____

Shake hands with each contestant; SMILE

*During the speech, be unobtrusive until end of the speech.
Treat each contestant as fairly and identically as you can.*

(Announce) -- When LAST contestant's speech is done:

"We will now have an indefinite silence for the judges to mark and tally their ballots, and for the Ballot Counters to collect all ballots. Everyone please remain silent."

When all ballots are collected, the Chief Judge will let you know, and will leave the room with the Ballot Counters.

Lead the applause.

CONTEST MASTER

MEET THE CONTESTANTS

(Announce)

“Let’s get to know our contestants, please join me for a brief interview.”

Lead applause as the contestants return to the stage

Ask contestants to please line up in the order that they first spoke, beginning with Evaluations first and then INTERNATIONAL.

CONTESTANT # 1

Ask these same three (3) questions AT ONCE to all Contestants:

Contestant’s name _____

“What club are you representing?”

“How long have you been in Toastmasters?”

“What is your Toastmasters educational level (or, how many speeches have you completed in the Competent Communicator manual)?”

Ask each contestant only one question using THEIR profile form for material. Keep interview brief.

Question:

Thank the Contestant.

Present certificate and shake hands. Pause for individual photo when handing certificate.

Ask the contestant to please move to the end of the line.

CONTESTANT # 2

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name _____

"What club are you representing?"

"How long have you been in Toastmasters?"

"What is your Toastmasters educational level (or, how many speeches have you completed in the Competent Communicator manual)?"

Ask the contestant only one question using THEIR profile form for material. Keep interview brief.

Question:

Thank the Contestant.

Present certificate and shake hands. Pause for individual photo when handing certificate.

Ask the contestant to please move to the end of the line.

CONTESTANT # 3

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name _____

"What club are you representing?"

"How long have you been in Toastmasters?"

"What is your Toastmasters educational level (or, how many speeches have you completed in the Competent Communicator manual)?"

Ask the contestant only one question using THEIR profile form for material. Keep interview brief.

Question:

Thank the Contestant.

Present certificate and shake hands. Pause for individual photo when handing certificate.

Ask the contestant to please move to the end of the line.

CONTESTANT # 4

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name _____

"What club are you representing?"

"How long have you been in Toastmasters?"

"What is your Toastmasters educational level (or, how many speeches have you completed in the Competent Communicator manual)?"

Ask the contestant only one question using THEIR profile form for material. Keep interview brief.

Question:

Thank the Contestant.

Present certificate and shake hands. Pause for individual photo when handing certificate.

Ask the contestant to please move to the end of the line.

CONTESTANT # 5

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name _____

"What club are you representing?"

"How long have you been in Toastmasters?"

"What is your Toastmasters educational level (or, how many speeches have you completed in the Competent Communicator manual)?"

Ask the contestant only one question using THEIR profile form for material. Keep interview brief.

Question:

Thank the Contestant.

Present certificate and shake hands. Pause for individual photo when handing certificate.

Ask the contestant to please move to the end of the line.

CONTESTANT # 6

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name _____

"What club are you representing?"

"How long have you been in Toastmasters?"

"What is your Toastmasters educational level (or, how many speeches have you completed in the Competent Communicator manual)?"

Ask the contestant only one question using THEIR profile form for material. Keep interview brief.

Question:

Thank the Contestant.

Present certificate and shake hands. Pause for individual photo when handing certificate.

Ask the contestant to please move to the end of the line.

CONTESTANT # 7 – LAST CONTESTANT

Ask these same three (3) questions **AT ONCE** to all Contestants:

Contestant's name _____

"What club are you representing?"

"How long have you been in Toastmasters?"

"What is your Toastmasters educational level (or, how many speeches have you completed in the Competent Communicator manual)?"

Ask the contestant only one question using THEIR profile form for material. Keep interview brief.

Question:

Thank the Contestant.

Present certificate and shake hands. Pause for individual photo when handing certificate.

Ask the contestant to please move to the end of the line.

After all contestants have been interviewed request a group picture

Once group pictures have been taken, ask contestants to return to their seats.

Call for one more round of applause as they go back to their seats.

CONTEST MASTER

RECOGNITION OF HELPERS:

Ask the Contest Chair to stand. Introduce by name and thank them.

Lead Applause

Thank the judges for judging. BUT DO NOT ask the judges to stand or introduce them. The current rule requires judges to remain anonymous.

Lead Applause

If the Chief Judge has returned, ask him/her to stand. Introduce by name and thank him/her.

Ask all the contest helpers (Timers, Sergeants-at-Arms, Ballot Counters, Registration, etc.) to stand, and thank them.

Lead Applause

Calls up the District Representative for DISTRICT announcements

“Now let’s hear from [_____ Educational level and
Name _____] about District announcements.”

Lead applause.

Allow approx 3 minutes for announcement.

District Representative

Makes announcements

Asks Area and / or Division Director to return to stage

District Representative returns control to Contest Master to announce winners.

(Lead applause)

CONTEST MASTER

PRESENTING AWARDS

(Announce)

“And now the moment we have all been waiting for: the announcement of the winners. . .”

Announce any disqualifications, then winners, EXACTLY according to the list provided by the Chief Judge.

- *In contests with five or more contestants, announce third, second, and first place.*
- *In contests with four or fewer contestants, announce only second and first place.*

FOR A SINGLE CONTEST

PRESENT RESULTS & AWARDS FOR **EACH contest separately**, follow the wording of the announcement form as completed by the Chief Judge.

FOR A COMBINED CONTEST

Announce the winners in both contests for Area ??

and then the winners in both contests for Area ??

Lead Applause and pose for photos with each and then with all contestants.

No more announcements or comments will follow announcement of winners.

(Announce)

“This contest is adjourned!”