

Generic Contest Chair Script

Evaluation Speech Competition

Welcome

Welcome all Toastmasters & guests to theEvaluation
Speech Competition.

The winner today will progress to represent.....in the.....final,
which will be held at.....on.....

The purpose of today's contest is:

1. To provide an opportunity for speakers to improve their speaking abilities and to recognise the best as encouragement to all.
2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

Contestants

Our Chief Judge today is..... [indicate where Chief Judge is sitting]
..... would you please stand?

Other judges for today are
.....

Please join me in thanking them. [Lead clapping]

We have contestants competing tonight. The contestants have drawn the speaking order
and for your records, that order is as follows;

[Say the name of each contestant in the order in which they will speak.]

[Allow the judges a moment to record each name]

Eligibility

To be eligible a contestant must;

1. Be a Toastmaster in good standing in a club in good standing.
2. Not be a current District or International Officer nor have declared the intent to run for District or International office.

I confirm that all contestants have indicated that they are eligible to participate.

Contest Briefing to Audience

The Test Speech and Evaluation

Today we will listen to a test speech of 5-7 minutes duration.
Contestants may make notes during the test speech using their own writing materials.
At the conclusion of the test speech, contestants will be taken to a separate room where they have exactly 5 minutes to prepare their evaluation.
Contestants will hand their notes to the contest Usher for safekeeping at the end of this time.
All except the first speaker will remain in the room until called upon.
Contestants will be handed back their notes immediately before their evaluation speech.

The evaluation speech timing is 2-3 minutes. Contestants will be disqualified if they speak less than 1 minute 30 seconds or more than 3 minutes 30 seconds.
Timing begins with the first definite verbal or non-verbal communication with the audience.
Green light at 2 minutes. Orange light at 2 minutes 30 seconds. Red light at 3 minutes and remains on until speech concluded. There will be no signal given for going overtime.

Judges are instructed not to consider time in their ranking of the speakers.

After the contestant has finished there will be a 1 minute silence between speakers for judges to complete their scores.

Protests may only be entered by the contestants or judges to either the Chief Judge,
..... or to myself, as Contest Chair. Once the result of the contest has been announced, all decisions are final.

Test Speaker

Our test speaker for today's contest is.....[name] with a speech entitled.....[speech title].
.....[speech title] Please welcome.....[name].

[After the test speech] Would the Usher please escort the contestants out of the room?
Contestants then have 5 minutes to complete their notes. After this time please take away the contestant's notes except the first speaker. Timer, please indicate to the Usher when 5 minutes has elapsed.

[During this 5 minutes call back the test speaker to present gift and certificate and ask them about the speech]

Contestants

Our first contestant is..... For his/her evaluation of
.....speech, please make welcome.....[name]

[After each speaker has finished] We will now have 1 minute silence.

[Repeat for each contestant.]

Contest Conclusion

That concludes theEvaluation Speech Contest. The Tally
counters will now collect the judges scoring slips. Please hold them up for collection.

Will the Chief Judge now collect the timing report?

I would now ask the Chief Judge, Judges & the Tally Counters to leave the room to confer on the
decision.

Presentation of Participation Certificates

I would now like to ask all of the contestants to join me at the front to receive their participation
certificates.

Please hold your applause until all certificates have been presented. (Present certificates)

Ladies & Gentlemen, let's give our contestants a round of applause.

(Time permitting, ask contestants a question about the contest.)

(When judges return) Our Chief Judge will now announce the winners of both contests.

Ladies & Gentlemen, please make welcome our Chief Judge (Lead clapping)