

CONTEST CHAIR SCRIPT – EVALUATION SPEECH CONTEST

Thank you TM _____ for that introduction.

Area Director, TM, Chief Judge TM....., respected panel of judges, contestants, fellow Toastmasters and distinguished guests, good afternoon. I welcome you all to the Evaluation Speech Contest of ClubArea Division

Introduction about the Contest

Today, contestants from our Club/ Area/ Division will participate in the Evaluation Speech contest.

Before we begin, I would like to explain the Purpose & rules of the Contest.

The Purpose of the Evaluation Contest is

- To encourage development of evaluation skills and to recognize the best as encouragement to all
- To provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training

Rules of the Evaluation Speech Contest

It has been confirmed that all contestants are eligible and have been briefed.

At the beginning of the contest, a 5 to 7 minutes test speech will be presented. Contestants can make notes during the test speech using the Evaluation Contestant note sheet, which has been given to them.

At the conclusion of the test speech, the contestants will leave the room and get 5 minutes to prepare their evaluation, using the note sheet. After 5 minutes have elapsed, all contestants will hand in their notes to the SAA and the first contestant will be invited back as the first evaluator.

The other contestants will be called in their speaking order, will be handed their notes and they will present their evaluation speeches.

Contestants may not use digital or other devices during the contest to gain an unfair advantage.

Other than the contestants, no one will be allowed in or out of the room once the contest has begun and until the last contestant has spoken.

Timing will begin with the Contestant's first definite verbal or non-verbal communication with the audience.

The time allotted is 2 to 3 minutes. There will be a grace period of 30 seconds. Speakers speaking for less than 1 minute 30 seconds or more than 3 minutes 30 seconds will be disqualified.

- The green card will be displayed at two minutes and will remain displayed for 30 seconds.

- The Yellow Card will be displayed at two minutes 30 seconds and will remain displayed for 30 seconds.
- The Red Card will be displayed at three minutes and will remain displayed until the evaluation has concluded.
- No signal will be given for the overtime period.
- In case of a fault in the timing device, an additional 30 seconds will be allowed for the speaker.

There will be a one minute interval between speeches for the judges to mark their ballots.

After all the contestants have finished their speeches, a three minutes silence will be observed, to enable the judges to total their scores and hand over their ballots to the ballot counters.

The Speaking order of the contestants has been determined and the Speaking Area defined. The order of the contestants was randomly selected before the start of this contest, and is as follows:

1. ___ Name _____ spelling of name, repeat name _____
2. ___ Name _____ spelling of name, repeat name _____
3. ___ Name _____ spelling of name, repeat name _____
4. ___ Name _____ spelling of name, repeat name _____

I will welcome each contestant on stage and you may applaud then. For this contest, I will only call the contestant's name twice.

And now, Timers, please check your timing devices one last time.

The speaking area will be this *[indicate it]*

Ask [Chief Judge...Are all the officials in the room and have they been briefed?]

Ask[SAA, have all the contestants deposited their electronic devices?]

Wait for response

Chief Judge, may I begin the Contest?

Wait for response

Our test speaker today is TM_____.

TM Speech titleSpeech titleTM.....

<Test Speech>

We will now observe 5 minutes of silence for the contestants to complete their evaluation notes. I request the SAA to escort the contestants out of the room to complete their evaluations.

Wait for contestants to leave the room

I would now like to invite our Test Speaker to be recognized. *[Ask a few questions to the Test Speaker and hand over the certificate of appreciation].*

.....

[When 5 mins are over]Let us now begin the contest.

SAA, please escort the 1st contestant back into the room.

Contestant #1
TM TM

We will now have a minute of silence for the judges to mark their ballot.

Contestant #2
TM TM

We will now have a minute of silence for the judges to mark their ballot.

Contestant #3
Contestant #4

(Once all contestants have spoken)
[NEVER SAY "LAST CONTESTANT". SAY "CONTESTANT NO.4/5/etc.]

.....
We will now have 3 minutes silence for the judges to total their scores and hand them over to the ballot counters. I request the audience to please be seated till all the ballots have been collected and the Chief Judge and ballot counters have left the room.

Wait for the CJ and Tally Counters to leave the room

May I now invite all the Evaluation Speech Contestants to come forward in their speaking order to receive their Certificate of Participation and for a group photograph.

Interview (if there is time based upon their profile from the Contestant Profile sheet)

Ladies & Gentlemen – It was a fabulous contest and I thoroughly enjoyed being the Evaluation Speech contest chair today. I hope you enjoyed the contest too!! I'd like to thank all the contestants and contest officials for an excellent job, and you, our wonderful audience, for being so appreciative.

I now hand over control to _____.

While announcing the result later

I'd now like to present the contest results for Evaluation Speech Contest. Before the results are announced, I'd like to say congratulations to all of our contestants for competing!

There was 1/2 disqualification due to time / There were no disqualifications on the basis of time

The 3rd place winner is:_____

The 2nd place winner is _____

The winner of the Evaluation Speech Contest[club/ area/division].....and who will represent us at _____ Level on _____[date]_____ is _____.