

The following is a suggested script for the Area level Evaluation and Humorous Speech contests. Its purpose is to ensure that contest rules such as 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>Call contest to order <i>Welcome fellow Toastmasters and honored guests to District ____ /Area _____ Evaluation and Humorous Speech Contest for 20____. Please rise and join me in the Pledge of Allegiance.</i></p> <p>Pledge of Allegiance</p> <p>Introduce Toastmaster</p>
<p>Contest Chair</p>	<p>Welcome</p> <p>Introduce Guests <i>Before we begin, I want recognize the dignitaries who have joined us this morning. (Use current protocol list. If not available, announce in following order.)</i></p> <p>District (Current) Division (Current) Area (Current) District Governors & International Directors (Past)</p> <p>Introduce Evaluation Toastmaster</p>
<p>Evaluation Contest Toastmaster</p>	<p>Welcome <i>Thank you _____.</i></p> <p><i>First, a bit of background information for the benefit of our guests and new members. This morning’s winners will progress to the Division ____ contest which will take place _____ (date). The winner of that contest will then continue on to represent Division _____ at the District 4 contest which will take place during the Fall Conference _____ (date). Today’s 2nd Place winners will be the alternates and will represent our Area if the 1st Place winner cannot attend.</i></p> <p><u>Purpose</u></p> <ul style="list-style-type: none"> - <i>To provide an opportunity for speakers to improve their speaking and evaluation abilities and to recognize the best as encouragement to all.</i> - <i>To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.</i>

Eligibility

To be eligible a contestant must:

- *Be a Toastmaster in good standing of a club in good standing. i.e. dues sent and received at World Headquarters,*
- *Not be a current District or International officer, nor have declared the intent to run for, District or International office (i.e. District Treasurer, Area Governor, etc).*
- *Toastmasters who are members of more than one club and meet all other eligibility requirements may compete at the club level. They may not, however, compete in more than one Area Evaluation Contest, even if the two Areas are in different Divisions or Districts.*
- Identify speaking area as agreed upon by the contestants.
- Request no recording of speeches or picture taking during the contest.
- Instruct audience to turn off their beepers, cell phones or any object that may make noise during the contest.
- To eliminate perception of bias, introduce each contestant as follows:
Contestant #, Name, Name, Contestant #

Speaking Order

- Explain that speaking order has been chosen by pulling lots.
- Read speaking order. Be sure to pause after each to provide audience time to mark program. You might suggest that they just change number beside each name.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Introduce Chief Judge

<p>Evaluation Contest Chief Judge</p>	<ul style="list-style-type: none"> - <i>It has been confirmed that all contestants are eligible.</i> <p>(Read this part only if Toastmaster omitted the eligibility criteria.)</p> <p><i>To be eligible a contestant must:</i></p> <ul style="list-style-type: none"> - <i>Be a Toastmaster in good standing of a club in good standing,</i> - <i>Not presently, nor have declared the intent to run for, International, District or Area office.</i> - <i>Not competing in another Area Evaluation contest.</i> <ul style="list-style-type: none"> - <i>All speeches are to be substantially original - any quoted material must be identified during the speech presentation.</i> <p><i>Once the Test speaker has delivered a 5 -7 minute speech, all evaluation contestants will be escorted out of the room by the Sergeant-at-Arms and given 5 minutes to prepare for their evaluation.</i></p> <p><i>(It is the responsibility of the Sergeant-at-Arms escorting the contestants to calculate the 5 min)</i></p> <ul style="list-style-type: none"> - <i>After 5 minutes, the Sergeant-at-Arms will take all notes from the contestants.</i> - <i>When a contestant's time to speak has arrived, the Sergeant-at-Arms will return his or her notes and escort the contestant back in the room.</i> - <i>After delivering their evaluation, contestants may stay in the room.</i> - <i>No one will be allowed in or out of the room once the evaluation contest has begun until the last evaluator has spoken;</i> - <i>The time of the Evaluation Contest is 2 to 3 minutes. Any contestant speaking less then 1:30 or more then 3:30 will be disqualified.</i> - <i>The lights will be activated as follows, (ensure the timekeepers activate the lights/cardboards as you indicate time)</i> <ul style="list-style-type: none"> • <i>Green Light at 2 minutes,</i> • <i>Amber Light at 2 minutes, 30 seconds</i> • <i>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.</i> - <i>In the event of lights failure, 30 seconds will be granted to the speaker,</i> - <i>Timing starts with the first word uttered or when the speaker uses any form of communication to the audience.</i> - <i>There will be a one minute silence between contestants for the judges to mark their ballots</i> - <i>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</i> - <i>All judges have been briefed and are qualified to judge this contest.</i>
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| | <ul style="list-style-type: none">- <i>There are _____ judges and a secret tie breaker judge known only to the Chief Judge</i>- <i>Protests may be entered by the contestants or judges to either the Chief Judge and/or Contest Chair</i>- <i>Once the results have been announced, all decisions are final</i>- <i>Are there any questions?</i> |
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Reintroduce Toastmaster

<p>Evaluation Contest Toastmaster</p>	<p>Chief Judge, have the contestants, judges, timers and ballot counters been briefed?</p> <p>Introduce Test Speaker</p> <p>Name, speech title, speech title, name</p> <p>Name: _____</p> <p>Title: _____</p>
<p>Test Speaker</p>	<p>Test Speech</p>
<p>Evaluation Contest Toastmaster</p>	<ul style="list-style-type: none"> - Upon conclusion of the speech, ask Sergeant-at-Arms to escort evaluation contestants from room. - Once they have left, ask timer to indicate when five minutes have elapsed. (Sergeant-at-Arms will be timing from when evaluators started making notes. This is a backup and to tell you when to wrap up. - Interview test speaker and provide Certificate of Appreciation. <p>Introduce Contestants</p> <p>(Contestant number, contestant name , name, contestant number)</p> <p>Contestant 1 _____ Contestant 1</p> <p>Request one minute of silence (timing light red during silence)</p> <p>Contestant 2 _____ Contestant 2</p> <p>Request one minute of silence (timing light red during silence)</p> <p>Contestant 3 _____ Contestant 3</p> <p>Request one minute of silence (timing light red during silence)</p> <p>Contestant 4 _____ Contestant 4</p> <p>Request one minute of silence (timing light red during silence)</p> <p>Contestant 5 _____ Contestant 5</p> <p>Request one minute of silence (timing light red during silence)</p> <p>Contestant 6 _____ Contestant 6</p> <p>Request one minute of silence (timing light red during silence)</p>

<p>Evaluation Contest Toastmaster</p>	<p>Tally Ballots (May fill with joke or other) Request additional two minutes notice from timer for judges to tally ballots. Remind the judges to raise their ballots when finished, and their ballots will be collected by the Chief Judge and Ballot Counters. <u>Ask the Chief Judge and Ballot Counters to wait for two minute notice before collecting ballots.</u></p> <p>Certificates of Participation Call each contestant up in turn and award certificate Ask name of club and years as Toastmaster (no interview)</p> <p>Call for Break</p>
	<p>Break (good time to sell opportunity drawing tickets)</p>

<p>Humorous Speech Contest Toastmaster</p>	<p>Welcome <i>Thank you _____.</i></p> <p><i>First, a bit of background information for the benefit of our guests and new members. This morning's winners will progress to the Division ____ contest which will take place _____ (date). The winner of that contest will then continue on to represent Division _____ at the District 4 contest which will take place during the Fall Conference _____ (date). Today's 2nd Place winners will be the alternates and will represent our Area if the 1st Place winner cannot attend.</i></p> <p><u>Purpose</u></p> <ul style="list-style-type: none"> - <i>To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all.</i> - <i>To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.</i> <p><u>Eligibility</u></p> <p><i>To be eligible a contestant must:</i></p> <ul style="list-style-type: none"> - <i>Be a Toastmaster in good standing of a club in good standing. i.e. dues sent and received at World Headquarters,</i> - <i>Not be a current District or International officer, nor have declared the intent to run for, District or International office (i.e. District Treasurer, Area Governor, etc).</i> - <i>Toastmasters who are members of more than one club and meet all other eligibility requirements may compete at the club level. They may not, however, compete in more than one Area Humorous Speech Contest, even if the two Areas are in different Divisions or Districts.</i> <ul style="list-style-type: none"> - Identify speaking area as agreed upon by the contestants. - Request no recording of speeches or picture taking during the contest. - Instruct audience to turn off their beepers, cell phones or any object that may make noise during the contest. - To eliminate perception of bias, introduce each contestant as follows: - Contestant #, Name, Speech Title, Speech Title, Name
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Humorous Speech Contest Toastmaster	<p><u>Speaking Order</u></p> <ul style="list-style-type: none">- Explain that speaking order has been chosen by pulling lots.- Read speaking order. Be sure to pause after each to provide audience time to mark program. You might suggest that they just change number beside each name. <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____6. _____ <p>Introduce Chief Judge</p>
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<p>Humorous Speech Contest Chief Judge</p>	<ul style="list-style-type: none"> - <i>It has been confirmed that all contestants are eligible.</i> (Read this part only if Toastmaster omitted the eligibility criteria.) <i>To be eligible a contestant must:</i> <ul style="list-style-type: none"> - <i>Be a Toastmaster in good standing of a club in good standing,</i> - <i>Not presently, nor have declared the intent to run for, International, District or Area office.</i> - <i>Not competing in another Area Humorous Speech contest.</i> - <i>All speeches are to be substantially original - any quoted material must be identified during the speech presentation.</i> - <i>No one will be allowed in or out of the room once the speech contest has begun until the last speaker has spoken;</i> - <i>The time of the Humorous Speech Contest is 5 to 7 minutes. Any speaker speaking less then 4 minutes 30 seconds or more then 7 minutes 30 seconds will be disqualified.</i> - <i>The lights will be activated as follows, (ensure the timekeepers activate the lights/cardboards as you indicate time).</i> <ul style="list-style-type: none"> • <i>Green Light at 5 minutes,</i> • <i>Amber Light at 6 minutes</i> • <i>Red Light at 7 minutes and will stay on until the speaker has finished speaking. No notice will be given if a speaker goes over time.</i> - <i>In the event of lights failure, 30 seconds will be granted to the speaker,</i> - <i>Timing starts with the first word uttered or when the speaker uses any form of communication to the audience.</i> - <i>There will be a one minute silence between contestants for the judges to mark their ballots</i> - <i>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</i> - <i>All judges have been briefed and are qualified to judge this contest.</i> - <i>There are _____ judges and a secret tie breaker judge known only to the Chief Judge</i> - <i>Protests may be entered by the contestants or judges to either the Chief Judge and/or Contest Chair</i> - <i>Once the results have been announced, all decisions are final</i> - <i>Are there any questions?</i> <p>Reintroduce Toastmaster</p>
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Humorous Speech Contest Toastmaster	Chief Judge, have the contestants, judges, timers and ballot counters been briefed? Introduce Contestants Contestant Number, Contestant Name, Speech Title, Speech Title, Name	
Name	Title (Twice)	Name
Contestant 1		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 2		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 3		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 4		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 5		
Request one minute of silence (timing light red during silence, off at end of one minute)		
Contestant 6		
Request one minute of silence (timing light red during silence, off at end of one minute)		

Humorous Speech Contest Toastmaster	<p>Tally Ballots (May fill with joke or other) Request additional two minutes notice from timer for judges to tally ballots. Remind the judges to raise their ballots when finished, and their ballots will be collected by the Chief Judge and Ballot Counters. <i><u>Ask the Chief Judge and Ballot Counters to wait for two minute notice before collecting ballots.</u></i></p> <p>Interview Contestants Call each contestant up in interview (work from Biographical Info form) Award Certificate of Participation</p> <p>Reintroduce Contest Chair</p>
Toastmaster/ Contest Chair	<p>Opportunity Drawing Introduce District Dignitary</p>
District Dignitary	<p>Presentation of Awards From Speech Contest Manual (informational, do not read aloud): Prior to announcing results, the contest chair should announce if time disqualification(s) occurred but not name the contestant(s) involved. The Chief Judge may discuss the matter privately with the disqualified contestant(s). In contests with five or more participants, announce third place winner (if wanted), second place winner and first place winner. In contests with four participants or less, announce second place winner and first place winner. 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.</p> <p>Brief Speech</p>
Toastmaster	<p>Thank Dignitary Introduce Area Governor</p>
Area Governor	<p>Certificates of Appreciation Informational, do not read aloud By this time, everyone is ready to go home. If you call up every support person, judge, etc, you will be bringing up people for 10-15 minutes. It's suggested that you only call up the Toastmasters, Chief Judges and Contest Chair for certificates. Mention the other chairs by name and let them know that their certificates along with those for the many people who supported the contest will be on the "back table." Close</p>