

## **Pre Contest Briefing Script to Evaluation Contestants**

### ***[Draw for speaking order]***

“Now we have drawn the order for presentations. To remind you, you will speak in the following order.” ***[Repeat the order]***

“You may take notes during the test speech using the Evaluation Contestant Notes Sheet. When the Test Speaker has finished their speech, you will be taken by the Contest Sergeant at Arms to a sound proof room where you may write notes about your evaluation on the Evaluation Contestant Notes Sheet for 5 minutes. After this time has elapsed, the Contest Sergeant at Arms will take your notes from you, except for the first speaker. The Evaluation Contestant Notes Sheet shall be handed back to you as you are introduced. You may use your notes during the evaluation or not, if you prefer. After each evaluation, the next speaker will be called from the room by the Contest Sergeant at Arms during the 1 minute silence for Judging of the previous speaker. Please move to the front of the room at this time.”

“To introduce you, I will say your name to the audience, to evaluate \_\_\_\_\_’s speech, and repeat your name again. At this time, please move to centre stage to shake my hand.”

“The speaking area for tonight’s contest is here.”

### ***[Clearly define the stage/speaking area now]***

“Your time will start with the first verbal or non verbal communication with the audience. You will have 2 – 3 minutes to present your evaluation.”

### ***[Demonstrate the timing lights now]***

“The timing lights will be activated as follows;

Green light at 2 minutes

Orange light at 2.30 minutes

Red light at 3 minutes

The red light will then stay on until you have finished speaking. No further notice will be given to indicate that you have gone overtime. You will be disqualified if your evaluation is less than 1 minutes & 30 seconds or more than 3 minutes & 30 seconds.”

“Once you have finished, please remain to accept your applause, then I will enter the stage to shake your hand & thank you. You may then take your seat. We will then have a 1 minute silence for the Judges to record their scores.”

“If you have reason to do so, you may lodge a protest. Only Contestants & Judges may file a protest. All protests must be made to either the Chief Judge ..... or to myself, the Contest Chair.”

“Protests may only be on the grounds of eligibility or originality.”

“Once the winners have been declared, all decisions are final. Protests will not then be considered.”

“No recording of speeches or picture taking is permitted without permission of the Contest Chair & the Contestants.”

“Do you have any questions?”

“I would like to wish you all the best of luck.”

**Please advise the Chief Judge of the speaking area you defined for the speakers.**

**EVALUATION CONTEST SPEAKING ORDER**

**Speaker 1** \_\_\_\_\_

**Speaker 2** \_\_\_\_\_

**Speaker 3** \_\_\_\_\_

**Speaker 4** \_\_\_\_\_

**Speaker 5** \_\_\_\_\_

**Speaker 6** \_\_\_\_\_

**Speaker 7** \_\_\_\_\_

**Speaker 8** \_\_\_\_\_

**Generic Contest Chair Script**  
**Evaluation Speech Competition**

**Welcome**

Welcome all Toastmasters & guests to the .....  
Evaluation Speech Competition.

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

No recording of speeches or picture taking is permitted without permission of the  
Contest Chair & the Contestants.”

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]*** Please thank him/her.

We have ..... contestants competing today. 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 an elected 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 Sergeant at Arms 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.

The timing lights will be activated as follows; Green light at 2 minutes, Orange light at 2.30 minutes, Red light at 3 minutes and this remains on until the speech is concluded. There will be no further signal given for going overtime.

***[The timer should be demonstrating the lights as you announce this]***

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.

After the final speaker has finished, there will be silence until the judges tally 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**

Mr/Madam Contest Sergeant at Arms, 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 Contest Sergeant at Arms when 5 minutes has elapsed.

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

## **Contestants**

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

***[After each speaker has finished]***

We will now have 1 minute silence. ***[Repeat for each contestant.]***

***[After the final contestant]***

We will now have silence until the judges have finished tallying

## **Contest Conclusion**

That concludes the .....Evaluation Speech Contest. The Tally counters will now collect the judges scoring slips. Judges, please hold them up for collection.

Mr/Madam Chief Judge you may now collect the timing report & leave the room with the Tally Counters 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.

***[Present certificates]***

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

***Area Level [Ask each contestant to tell everyone which club and area they represent.]***

***[Time permitting, ask contestants a question about the contest.]***

***[When Chief Judge returns they will state, "Mr or Madam Contest Chair, I have the results"]***

***[Take the results from the Chief Judge.]***

***[Invite the top ranking official to hand over the certificates &/or trophies]***

To present the winners, please make welcome our President/Area Director/  
Division Director, .....

***[Contest Chair announces winners from 3<sup>rd</sup> to 1<sup>st</sup> OR***

***2<sup>nd</sup> to 1<sup>st</sup> if 4 or less contestants.]***

***[President, District Director, Division or Area Director presents certificates &/or trophies.]***