

TOASTMASTERS INTERNATIONAL  
DISTRICT 17

**SPEECH EVALUATION CONTEST**

CONTEST CHAIR’S CONTESTANT BRIEFING SCRIPT

# Contest Chair Checklist:

* Names of Evaluation Contest contestants.
* Numbered cards for drawing speaking order.
* A certificate of participation for all contestants to be signed by you and presented to contestants at the conclusion of the contest.
* A certificate of appreciation for the test speaker to be presented during the five minutes of contestant preparation
* Copies of the Evaluation Contestant Notes sheet (Item 1177) for contestants to make their notes on during the test speech.
* A “ready chair” in position in front of contestants and close to the speaking area. This is where you will be seated while each contestant speaks.
* Copy of the Toastmasters International Speech Contest 2021-2022 Rulebook

# Briefing of Contestants Before Contest

Note: The Contest SAA and timers should be available for the briefing.

* The Contest SAA should note the required use and position of lectern (if moveable) and to wire up the Speaker’s mics if used.
* Timers should be available to demonstrate the timing devices.

## Brief the Contestants – General Topics and Paperwork

* Brief from within the speaking area.
* Verify the presence of all contestants and pronunciation of their names. (Notes)
* Review *Speaker’s Certification of Eligibility and Originality*. Remind contestants that by signing this form they certify they have read and understand the rules regarding eligibility and originality.
* Collect signed *Speaker’s Certification of Eligibility and Originality* forms from each contestant. Give to Chief Judge.
* Define the speaking area to contestants.
  + Contestants may speak from anywhere within the speaking area, discuss additions such as lecterns, tables, lighting, microphone, etc.
* Draw for speaking order. Write it down in your Contest Chair script. Give this information to Chief Judge as soon as possible for the Judges to be informed of the speaking order and speaking area.
* Collect *Speech Contestant Profile* from each of the contestants. This information can be used in the contestant interviews at the end of the contest.
* Request the contestants remove any identifying badges.
* Contestants are allowed to test out microphones on conclusion of this briefing.

## Review the Speech Contest Rules with Speakers

* Timing protocol and demonstration of timing device and alternative timing device. (*Ref: General Rules for All Toastmasters Speech Contests – 6. Timing of the Speeches*)
  + Green light at 2 minutes, yellow at 2 minutes and 30 seconds, red at 3 minutes.
  + The red light will remain on until the speech is completed there will be no other signal given.
  + Contestants will be disqualified if they speak for less than 1 minutes 30 seconds, or more than 3 minutes 30 seconds.
  + Timing will begin with the first definite verbal or non-verbal communication with the audience
* Contest SAA is responsible for the contestants whilst they await their presentation call.
  + No electronic medium is allowed in the contestant room including smart watches.
* Grounds for Protests and Disqualifications (*Ref: General Rules for All Toastmasters Speech Contests – 7. Protests and Disqualifications)*
  + Protests are limited to eligibility, originality, and reference to another contestant’s speech and must only be lodged by voting judges and/or contestants.
  + Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned.

## Explain the Contest Procedure

* At the beginning of this contest, a five (5)- to seven (7)-minute test speech will be presented.
* Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one (1) sheet may be used. Ensure that your contestants have copies of this paper and understand nothing else must be used.
* At the conclusion of the test speech, all contestants must leave the room. They then have five (5) minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
* Timing and preparation supervision will be under the control of the Contest Sergeant at Arms. Timing starts when contestants arrive in the breakout room.
  + Where it is not practical for contestants to leave the room, contestants will complete their five (5)-minute preparation in the same room under the control of the Contest Sergeant at Arms.
* Contestants must not use digital or other devices during the contest to gain an unfair advantage.
* After five (5) minutes have elapsed, no further preparation is allowed, and all contestants must hand their copy of the Evaluation Contestant Notes sheet to the Contest Sergeant at Arms. The Evaluation Contestant Notes sheets will be handed back to contestants as they are introduced to present their evaluation.
* Upon being introduced, the first contestant will proceed immediately to the speaking area. Where each contestant will be introduced by the Contest Chair announcing their name twice.
* There will be one minute silence between speakers for judges to mark their ballots.
* During this one minute of silence, the next contestant will enter the contest room and await the Contest Chair’s introduction.
* On completion of the one-minute silence the next contestant is introduced, and the procedure is repeated.
* After the last contestant is finished there will be silence until all judges’ ballots have been collected.
* When the Chief Judge and Tally Counters leave the room, all contestants will be invited to come back on stage, in speaking order to be interviewed.
* Contestants will be given their certificate of participation and asked to acknowledge what club / area / division they are representing at the contest.
* The contestants will then be interviewed using the information contained on the *Speech Contestant Profile* with one question to each contestant, then another / more questions each if time permits. The questions will continue until the Chief Judge returns.
* When the Chief Judge and tally counters return the contestants will be asked to return to their seat.
* Contest Chair will ask the Chief Judge if there is a result, and then announce winners and place getters or officially adjourn the contest, with winners announced on completion of the next contest.
* Place getters will be announced in reverse order i.e., third place, second place, first place.

## Address any Questions from the Contestants

* Refer to Rule Book to answer questions.

# Notes

**It is imperative the Contest Chair reads the Toastmaster International Speech Contest rule book 2021 – 2022 and understands the procedures and rules relating to this role and the contest.**

Some additional clarity is provided below.

*If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant*

*If the primary contestant is not present when you as Contest Chair are introduced to conduct the contest, the primary contestant is disqualified, and the alternate (if present) officially becomes the contestant. Should the primary contestant arrive after the briefing but before you as Contest Chair are introduced to conduct the contest, they may be permitted to compete, provided they report to you as Contest Chair on arrival with the required paperwork in good order and waive the opportunity of a briefing*

*Timing device: In case of failure an alternate that displays green, amber, and red colour. It must be in full view of each contestant, but not obvious to the audience.*

*Any visually impaired contestant is permitted to request, and must be granted a form of timing of their own choosing, (e.g. bell or similar) and must provide same*

*Protests are lodged to either the Chief Judge or you as Contest Chair prior to the announcement of the placegetters, usually while the ballots are being counted.* If a protest is lodged with to you as Contest Chair, inform the Chief Judge immediately.

*A contestant shall have the opportunity to respond to the Judges if their speech has been protested based on originality or referencing another speaker’s speech.*

*If there are multiple contests taking place at one event, each contest must be officially adjourned prior to the beginning of the next contest, even if winners have not yet been announced.*

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TOASTMASTERS INTERNATIONAL  
DISTRICT 17

**SPEECH EVALUATION CONTEST**

CONTEST CHAIR’S AUDIENCE BRIEFING SCRIPT

Ladies and Gentlemen, welcome to the **Club/Area/Division/District** Speech Evaluation Contest.

All Contestants have confirmed their eligibility in writing.

All contestants will evaluate the same speech.

They are all aware of the speaking area, the contest timing, and location of the timing lights.

All contestants and judges have been briefed on the rules of the contest.

There shall be no other photography permitted during the speech unless prior authorisation has been given.

**The contestants have drawn the speaking order and for your records, that order is as follows: -**

Read slowly and repeat each name twice

|  |  |
| --- | --- |
| Contestant number one will be |  |
| Contestant number two will be |  |
| Contestant number three will be |  |
| Contestant number four will be |  |
| Contestant number five will be |  |
| Contestant number six will be |  |

I will introduce each contestant by announcing their name twice

Our Chief Judge today is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please thank them.

Chief Judge, are we ready to proceed?

Ladies and Gentlemen please welcome our test speaker……………………(Name) with a speech entitled……………………………(Title) …………………………….. (Title) ……………………………..(Name)

On Completion of the test speech

Contest Sergeant-at-Arms, please escort all contestants to the breakout room. Commence timing 5 minutes once they are all in the room.

Test Speaker interview and presentation of certificate of appreciation. (Concluded prior to the first contestant returning to the room.)

The first contestant will enter the contest room. Their notes (if any) must be handed back to the them when they are introduced.

Ladies and Gentlemen, please welcome Contestant number one. …………………… (Name) With their evaluation ………………………….(Name). (No other information to be included in the introductions)

At the conclusion of the contestant’s speech - return to the stage.

We will now have one minute silence for the judges to conclude their scores.

Next contestant will enter the contest room. Their notes (if any) must be handed back to the contestants when they are introduced.

Timers, please indicate when 1 minute has elapsed

After each speaker has concluded, wait for the signal from the Timer that one minute of silence has lapsed before proceeding

Ladies and Gentlemen, please welcome Contestant number **two**. (As per below)

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Speech Title** |
| Contestant 2 |  |  |
| Contestant 3 |  |  |
| Contestant 4 |  |  |
| Contestant 5 |  |  |
| Contestant 6 |  |  |

**At the conclusion of all contestants’ speeches except the final contestant:** We will now have one minute silence for the judges to conclude their scores.

Timers please indicate when 1 minute has elapsed

**At the conclusion of the final contestant’s speech:**We will now have silence until the Chief Judge indicates that all ballots have been collected.

Judges, please ensure that your ballot is valid by signing your name and listing the first three placegetters. Place your ballot into the envelope, and when asked by the contest chair hold it up for the Tally Counters to collect.

Watch the judges and when it appears they have all finished writing.

Tally counters please collect the ballots of the judges

Wait a few minutes while each ballot has been collected. Chief judges should indicate they are ready to leave the room tally counters, time sheet, and tie breaking ballot have all been collected

Once the Chief Judge has indicated that they’re ready to leave the room.

Chief Judge and Tally Counters please retire to collate the ballots.

Once Chief Judge and tally counters have left

That concludes the Evaluation Speech contest.

Will all contestants please come back on stage in speaking order.

Present each person with their certificate of participation and identify what Club / Area / Divisionthey are representing at the Contest.

Interview each contestant using their Profile and Bio until the Chief judge returns.

When the Chief Judge returns: Please give our contestants another round of applause as they return to their seats.

Chief Judge do we have a result?

Recommended Response from Chief Judge: “We do have the results and there were no disqualifications.” / “We do have the results and there were \_\_ disqualifications due to \_\_\_\_\_\_\_\_\_\_\_” (Do not mention names of those disqualified).

**This contest is now adjourned**

If there are multiple contests being held on the day and the presentation will be done at the conclusion of all contests.

**When it’s time to do the presentation:**

First and second place or the highest ranked available contestant in the Club / Area contest will proceed to the next level of competition to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Division Contest Only: Only first place or highest ranked available contestant will proceed to the District 17 final to be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if known).

Please could the District Director (highest ranking official / special guest) please join me to assist with the presentation of certificates and trophies.

In third place is (name)

In second place is (name)

In first place is (name)

I want to thank all contestants and officials who made this contest possible. Chief Judge, Judges, Timers, Tally Counters, SAA, Caterers, Sponsors.

Allow time for photos of placegetters. Hand control back to the M.C.

**Notes**

Additional Information in Red.

Changeable information in Green