



TOASTMASTERS DISTRICT 17
EVALUATION SPEECH CONTEST
CONTEST CHAIR'S CONTESTANT BRIEFING SCRIPT

CONTEST CHAIR CHECKLIST:

- Names of Evaluation Contest contestants.**
 - Numbered cards (or another method) for **drawing speaking order**.
 - A **certificate of participation** for all contestants will 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 close to the speaking area. This is where you will be seated while each contestant speaks. (Put a reserved for Contest Chair Sign on it.)
 - Copy of the **Toastmasters Evaluation Speech Contest 2025-2026 Rulebook**
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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 Before the Contest

- Brief from within the **speaking area** (if possible).
- **Verify the presence of all contestants and pronunciation of their names.** (Take 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 along with the speaking order (see below).**
- **Collect *Speech Contestant Profile*** from each of the contestants. This information **can** be used in the contestant interviews at the end of the contest.
- **Badges:** Request the contestants remove any identifying badges.
- **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.**
- **Define the speaking area:**
 - Contestants may speak from anywhere within the speaking area, discuss additions such as props, lecterns, tables, lighting, microphone, etc.

At District Contest (Only): All contestants will be video recorded. The Winning speech video will be judged in a Regional Quarter Final over the next few weeks. (Region 12).

- **Contestants are allowed to test microphones** at the conclusion of this briefing (if being used).

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 and **red** at 3 minutes.
 - **The red light will remain on until the speech is completed** and there will be no other signal given.
 - **Disqualification:** Speeches under 1 minute 30 seconds or over 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.
- **Silence:** One minute of silence between speakers for judges to mark ballots.
- **Final Silence:** After the last contestant, silence continues until the Chief Judge and Tally Counters have left the room with all ballots.
- **Technical Failure:** In the event of a technical failure of signal or timing equipment, the speaker is allowed **30 seconds extra** before disqualification.
- **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.
- Contestants when released from the preparation room should move to the microphone area (if applicable) to enable the microphone to be fitted prior to their place in the draw.
- Each contestant will be introduced by announcing *the contestant's name*. At this time, the contestant should arrive on stage to applause. Their name will be announced a second time, and the Contest Chair will leave the stage.
- There will be one minute silence between speakers for judges to mark their ballots.
- During the one-minute silence, the next contestant should quietly head to the side of the speaking area (get set up with the microphone, if being used) and wait to be announced.

- 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 placegetters or officially adjourn the contest, with winners announced on completion of the next contest.
- Placegetters 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 Toastmasters Evaluation Speech Contest 2025 – 2026 Rulebook 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 that they report to you as Contest Chair on arrival with the required paperwork in good order and waive the opportunity of a briefing.

Evaluation Contestant Notes sheet can be folded (or torn) to fit in the palm of their hand.

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 they provide this form of timing.

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 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.



TOASTMASTERS DISTRICT 17

EVALUATION SPEECH CONTEST

CONTEST CHAIR'S AUDIENCE BRIEFING SCRIPT

Toastmasters and Guests, welcome to the **Club/Area/Division/District** Evaluation Speech Contest.

All Contestants have confirmed their eligibility in writing.

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.

If District Contest (omit if not): In accordance with the rules this District level speech contest will be video recorded to enable the winner to progress to the International Speech contest quarter finals.

Photography by the audience is not allowed during the speech unless both the contestant and I, as Contest Chair, have given prior authorisation. If permission is granted, please ensure the flash is turned off.

Each contestant will present a 2-to-3-minute evaluation speech of the Test Speaker.

The contestants have drawn the speaking order which 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, at that time please join with me in the applause as they enter the stage. I will then repeat their name. (No more applause at this stage.)

Our Chief Judge today is _____, please thank them (applause).

Chief Judge, are we ready to proceed?

Toastmasters and Guests, please welcome our test speaker _____ (Name) with a speech entitled _____ (Title) Lead the applause as the Test Speaker walks to centre stage to greet you. You will then repeat the Title and the Test Speaker's Name.

On Completion of the test speech.

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

Present the Test Speaker with the certificate of appreciation and interview them. (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 them when they are introduced.

Toastmasters and Guests, please welcome Contestant number one.

Announce the Contestant's name _____ Contestant greets you at Centre Stage (Applause stops). Repeat the name _____ in a consistent manner for all contestants. No information beyond their name is to be announced. Leave stage.

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

Let's observe a **one-minute silence** while the judges finish calculating their scores. Timers, please signal when the minute is up. (This signal could be turning on the green light.)

After each speaker has concluded, wait for the signal (this could be turning on the green light) from the Timer that one minute of silence has lapsed before proceeding.

Toastmasters and Guests please welcome Contestant number two. (as per below)

	Name
Contestant 2	
Contestant 3	
Contestant 4	
Contestant 5	
Contestant 6	

At the conclusion of all contestants' speeches (**except the final contestant**):

Let's observe a **one-minute silence** while the judges finish calculating their scores. Timers, please signal when the minute is up.

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. Put your ballot into the envelope, (if provided) 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 from the judges.

Wait a few minutes while each ballot is 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 are 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. (It is not adjourned at this stage.)

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

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

Interview each contestant using their Profile and Bio. Ask one question per speaker and continue 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 time disqualifications." / "We do have the results and there were __ time disqualifications" (Do not mention names of those disqualified). Other types of disqualifications are not announced.

This contest is now adjourned (if there are multiple contests being held on the day and then presentation will be done at the conclusion of all contests).

When it is time to do the presentation

Club Contest: The first or the highest-ranked available contestant in the Club contest will proceed to the next level of competition to be held on _____. (if known)

Area Contest: The first and second place or the highest-ranked available contestants in the Area contest will proceed to the next level of competition to be held on _____. (if known)

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** (or 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.** (President or Director may do this, discuss who has responsibility.)

Name any other people who need to be thanked.

Allow time for photos of placegetters. Hand control back to the M.C. (Toastmaster of the Day/Night)

Notes

Additional Information in Red.

Changeable information in Green

Prop Setup: Although less common in Evaluations, the rule applies: "All props must be set up during the minute of silence prior to the contestant's speech and removed from the stage in the minute of silence following the speech".

Tie-breaking: Maintain the instruction that "if there is a tie, the tiebreaking judge's ballot is used by the Chief Judge to resolve it—do not announce the name of the tiebreaker judge".

Electronic: Focus on smart watches, however this Includes all electronic devices/virtual backgrounds.