

Evaluation and International Speech Contest District 30 Contest Toastmaster's Script

Welcome and Opening Remarks

*(Note to Contest Toastmaster: In this script, things you are to **do** are described in italic text like this. Things you are to **say** are in regular text like this.)*

In your own words, welcome everyone. Be sure to point out the locations of exits and restrooms. Remind everyone to turn off any device that makes noise.

Recognize all District 30 dignitaries who are present. Follow the sequence of the dignitaries sheet. Protocol for this announcement is to give the person's position title and Toastmasters educational level (if available).

Announcement of the Agenda

We will have two contests today (this evening): the Evaluation Contest and the International Speech Contest.

The first contest will be the Evaluation Contest.

When that contest has concluded, we will take a short break. Following the break, we will hold the International Speech Contest.

Evaluation Contest Overview & Introduction

Contestants, timers, ballot counters and the Sergeant-at-Arms have all been briefed on their responsibilities prior to the beginning of this contest. Everyone is aware of the Toastmasters International rules that govern this contest.

Once the contest has begun, the Sergeant-at-Arms will secure the doors. No one should enter or leave the room during the contestants' presentations. You may do so if time permits during the minute of silence between presentations. After the contestants have finished their presentations, please remain silent and do not leave the room until the announcement that all ballots have been collected.

Thank you and now – LET THE CONTEST BEGIN!!!

Here is the speaking order for the Evaluation Contest:

Contestant #1

Contestant #2

Contestant #3

Contestant #4

Contestant #5

Contestant #6

Introduction of Target Speaker

In order to hold an evaluation contest, there must be a speech for our contestants to evaluate. To provide this, we have invited a target speaker. Please help me welcome our target speaker.

State Target Speaker's name: _____

Speech title: _____

Repeat the speech title: _____

Target Speaker's name: _____

After the Target Speaker has concluded:

Thank you, (Target Speaker's Name). *Lead the audience in applause.*

At this time, I will ask the Sergeant-at-Arms to escort all contestants to the designated preparation space. Once settled, they will be given 5 minutes to prepare their evaluations.

We will also ask the timers in this room to begin timing 5 minutes.

Target Speaker Interview

Let's hear from our Target Speaker, and get to know them a little better.

Sample Questions:

- *Please tell us your name, and what club you represent. How long have you been a Toastmaster?*
- *What educational level in TM have you achieved?*
- *Ask one or more questions, as time allows, based on the speaker's profile.*

Thank you for serving as our target speaker today. I'd like to present you with this certificate of participation.

Please join me in recognizing our target speaker with another round of applause in appreciation! Thank you.

Contestant Presentations

It is now time to hear from our contestants.

There will be one (1) minute of silence between contestants. Timer, when I ask you to do so, please display the green timing signal when one (1) minute is up. After the last contestant has spoken, the judges will be given as much time as they need to complete their ballots. Please remain silent during this time.

We will now begin the Contestants' Presentations. (Each contestant will wait in the back of the room until being called forward to speak.)

NOTE: Introduce all contestants in exactly this same manner.

Evaluation Contestant #1 (Name)
Evaluation Contestant #1 (Name)

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal. Then proceed to announce the next contestant in the same manner.

Evaluation Contestant #2 (Name)
Evaluation Contestant #2 (Name)

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal. Then proceed to announce the next contestant in the same manner.

Evaluation Contestant #3 **(Name)**

Evaluation Contestant #3 **(Name)**

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal. Then proceed to announce the next contestant in the same manner.

Evaluation Contestant #4 **(Name)**

Evaluation Contestant #4 **(Name)**

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal. Then proceed to announce the next contestant in the same manner.

Evaluation Contestant #5 **(Name)**

Evaluation Contestant #5 **(Name)**

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal.

Then proceed to announce the next contestant in the same manner.

Evaluation Contestant #6 **(Name)**

Evaluation Contestant #6 **(Name)**

NOTE: After the final contestant has spoken, announce the following:

Judges, you may now have all the time you require to complete your ballots.
Audience members, please remain silent and in your seats until the judges submit their ballots.

Wait until the Chief Judge announces that all the ballots have been collected. Lead the audience in applause as the Chief Judge and Ballot Counters leave the room to tabulate the results.

Announcements

While we are waiting for the votes to be counted, we will hear from (name of District Leader or person making announcements), who will tell us about upcoming events in District 30.

Lead the applause. When the presenter has finished, continue by following one of the two scenarios below.

Scenario 1: Winners to be announced following the next contest

If most people will be staying for the International Speech Contest and winners of both contests will be announced later, check with the Contest Chair on time available for a break. Tell the audience members where the refreshments, water fountains, restrooms, etc. are located.

This Evaluation Contest is adjourned.

Winners will be announced following the International Speech Contest.

See you back in ____ minutes for the International Speech Contest.

Scenario 2: Winners to be announced now

If there are significant functionary and role changes and not everyone will be staying for the next event, Evaluation contest winners are announced now.

Announcement of Winners by the Contest Chair

Thank the Contest Toastmaster by name and lead applause. (Contest Toastmaster Name) _____

Read the list of contest functionaries (EXCEPT JUDGES) and thank them all at once. [Note: certificates for functionaries should be distributed beforehand or after the contest has been adjourned.]

Timer _____

Timer _____

Ballot Counter _____

Ballot Counter _____

Target Speaker _____

SAA _____

- *Invite any/all members of the District 30 TRIO (If present) to come to the stage to help present the Awards.*
- *Suggest that all contestants remain to pose for public relations photos.*
- *Suggest that all winners and appropriate dignitaries remain for photos.*

And now the moment we have all been waiting for: the announcement of the winners.

- *If there have been any disqualifications for timing, say so now.*
- *Announce the order of winners for each contest separately and **in reverse order** (3rd place, 2nd place, then 1st place).*
- *Use the results form and read the names exactly as written.*
- *No more comments or announcements are to be made following the announcement of winners. Adjourn the contest immediately.*

This contest is adjourned. We will begin the International Speech Contest in _____ minutes.

International Speech Contest Overview and Introduction

Please be seated for our next contest, the International Speech Contest. As a reminder, if you used your cell phone during the break, please ensure that it is set on silent and will not vibrate. Better yet please turn it off.

Once the contest has begun, the Sergeant-at-Arms will secure the doors. No one should enter or leave the room during the contestants' presentations. You may do so if time permits during the minute of silence between presentations. After the contestants have finished their presentations, please remain silent and do not leave the room until the announcement that all ballots have been collected.

Thank you and now – LET THE CONTEST BEGIN!!!

Here is the speaking order for the International Speech Contest:

Contestant No.1 _____

Contestant No.2 _____

Contestant No.3 _____

Contestant No.4 _____

Contestant No.5 _____

Contestant No.6 _____

There will be one (1) minute of silence between contestants. Timer, when I ask you to do so, please display the green timing signal when one (1) minute is up. After all the last contestant has spoken, the judges will be given as much time as they need to complete their ballots. Please remain silent during this time.

We will now begin the Contestants' Presentations.

International Speech Contestant #1 _____

Speech Title: _____

Speech Title: _____

International Speech Contestant #1 _____

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal.

Then proceed to announce the next contestant in the same manner.

International Speech Contestant #2 _____

Speech Title: _____

Speech Title: _____

International Speech Contestant #2 _____

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal.

Then proceed to announce the next contestant in the same manner.

International Speech Contestant #3 _____

Speech Title: _____

Speech Title: _____

International Speech Contestant #3 _____

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal.

Then proceed to announce the next contestant in the same manner.

International Speech Contestant #4 _____

Speech Title: _____

Speech Title: _____

International Speech Contestant #4 _____

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal.

Then proceed to announce the next contestant in the same manner.

International Speech Contestant #5 _____

Speech Title: _____

Speech Title: _____

International Speech Contestant #5 _____

When the speaker reaches the speaking area, shake their hand and leave the speaking area. The speaker will say, "Thank you Contest Chair/Toastmaster." You reply, "You're welcome." Then the speaker is free to begin.

After the speaker is finished, ask the Timer to please display the green timing signal when one (1) minute is up.

Judges: you now have one minute to mark your ballots.

NOTE: Wait for the Timer to indicate that one minute has expired, then announce the next contestant in the same manner. When you receive the 1-minute signal, thank the timer and confirm that the timer has turned off/removed the green signal.

Then proceed to announce the next contestant in the same manner.

International Speech Contestant #6 _____

Speech Title: _____

Speech Title: _____

International Speech Contestant #6 _____

NOTE: After the final contestant has spoken, announce the following:

Judges, you may now have all the time you require to complete your ballots.

Audience members, please remain silent and in your seats until the judges submit their ballots.

Wait until the Chief Judge announces that all the ballots have been collected. Lead the audience in applause as the Chief Judge and Ballot Counters leave the room to tabulate the results.

Contestant Interviews

Let's get to know our contestants.

Note: Skip to International Contestant Interviews if interviews were done after the Evaluation Contest.

Evaluation Contestants

First, we will interview our Evaluation Contestants in the order in which they spoke. Please give them a round of applause as they join me on stage.

Lead the applause.

Ask the following questions of each contestant. Wait for a response before asking the next one:

(Contestant's name):

- *How long have you been in Toastmasters?*
- *What club are you representing?*
- *What is your Toastmasters education level?*
- *One Interview question, using the contestant profile form for material (keep this brief as you can).*

After each contestant's final answer, thank them, present them with their Certificate of Participation and shake their hand or bow (depending on the contestant's preference). Direct them to the end of the line but have them remain on stage. After the last contestant has been interviewed, lead one final applause for contestants and direct them back to their seats.

International Speech Contestants

Now, we will interview our International Speech Contestants in the order they spoke. Please give them a round of applause as they join me on stage.

Lead the applause.

Ask the following questions of each contestant. Wait for a response before asking the next one:

(Contestant's name):

- *How long have you been in Toastmasters?*
- *What club are you representing?*
- *What is your Toastmasters education level?*
- *One Interview question, using the contestant profile form for material (keep this brief as you can).*

After every contestant's final answer, thank them, present them with their Certificate of Participation and shake their hand or bow (depending on the contestant's preference). Direct them to the end of the line but have them remain on stage. After the last contestant has been interviewed, lead one final applause for contestants and direct them back to their seats.

Lead applause.

Introduce the Contest Chair, who will lead the announcement of winners.

Contest Chair _____

Scenario 1: Winners for ALL contests will be announced now.

Announcement of Evaluation Contest Winners by the Contest Chair

Thank the Contest Toastmaster by name and lead applause.

Contest Toastmaster _____

- *Read the list of contest functionaries (EXCEPT JUDGES) and Target Speaker and thank them all at once. [Note: certificates for functionaries should be distributed beforehand or after the contest has been adjourned.]*
- *Invite any/all members of the District 30 TRIO (If present) to come to the stage to help present the Awards.*
- *Invite any/all members of the District 30 TRIO (If present) to come to the stage to help present the Awards.*
- *Suggest that all contestants remain to pose for public relations photos.*
- *Suggest that all winners and appropriate dignitaries remain for photos.*

At this time we will announce the winners of the (state club name, or Area, or Division, or District that the contest is for) Evaluation Contest .

- *If there have been any disqualifications for timing, say so now.*
- *Announce the order of winners for each contest separately and **in reverse order** (3rd place, 2nd place, 1st place).*
- *Use either the certificates provided or the completed results form and read the names exactly as written.*
- *No more comments or announcements are to be made following the announcement of winners.*

Announcement of International Speech Contest Winners by the Contest Chair

- *Thank the Contest Toastmaster by name and lead applause.*
- *Read the list of contest functionaries (EXCEPT JUDGES) and thank them all at once if they are different from the previous contest. [Note: certificates for functionaries should be distributed beforehand or after the contest has been adjourned.]*
- *Invite any/all members of the District 30 TRIO (If present) to come to the stage to help present the Awards.*
- *Suggest that all contestants remain to pose for public relations photos.*
- *Suggest that all winners and appropriate dignitaries remain for photos.*

At this time we will announce the winners of the (state club name, or Area, or Division, or District that the contest is for) International Speech Contest .

- *If there have been any disqualifications for timing, say so now.*
- *Announce the order of winners for each contest separately and **in reverse order** (3rd place, 2nd place, 1st place).*
- *Use either the certificates provided or the completed results form and read the names exactly as written.*
- *No more comments or announcements are to be made following the announcement of winners.*

The Contests are adjourned!

Scenario 2: The Evaluation Contest winners have already been announced. You are only announcing the winners of the International Speech Contest

Announcement of Winners by the Contest Chair

Thank the Contest Toastmaster by name and lead applause. Contest Toastmaster _____

Read the list of contest functionaries (EXCEPT JUDGES) and thank them all at once. [Note: certificates for functionaries should be distributed beforehand or after the contest has been adjourned.]

Timer _____

Timer _____

Ballot Counter _____

Ballot Counter _____

Target Speaker _____

SAA _____

- *Invite any/all members of the District 30 TRIO (If present) to come to the stage to help present the Awards.*
- *Suggest that all contestants remain to pose for public relations photos.*
- *Suggest that all winners and appropriate dignitaries remain for photos.*

And now the moment we have all been waiting for: the announcement of the winners of the (state club name, or Area, or Division, or District that the contest is for) International Speech Contest .

- *If there have been any disqualifications for timing, say so now.*
- *Announce the order of winners for each contest separately and **in reverse order** (3rd place, 2nd place, 1st place).*
- *Use either the certificates provided or the completed results form and read the names exactly as written.*
- *No more comments or announcements are to be made following the announcement of winners. Adjourn the contest immediately.*

This contest is adjourned.