District 57 2017-2018

EVALUATION & HUMOROUS SPEECH CONTESTS SCRIPT

For the Contest Chair and the Contest Toastmaster

Note to the Contest Chair and Contest Toastmaster. Please read the instructions below and the entire script before performing your roles. You may need to modify the flow of the script as appropriate for a multi-Club event or a multi-Area event. Since some contestants are in both contests, it is important that contestant interviews take place only after the last speech contest of the event.

Instructions to the Contest Chair. Attend the Contestants Briefing to obtain the speaking order and to learn how to pronounce all of the contestants’ names. There is space provided within the text of this script to write in the speaking order and notes on pronunciation. You will also be given the biography sheet for each contestant to aid you in performing the Contestant Interviews.

Instructions to the Contest Toastmaster. Before the contest starts, meet with the Test Speaker to obtain the speech title and the correct pronunciation of h/her name. There is also space provided within the text of this script to write in the Test speech title and notes on name pronunciation.

Give the Presiding Officer (normally the Contest Chair) information for your introduction as Toastmaster. Some examples are your club name, how long you have been a Toastmaster, and your Toastmaster education level and/or officer role.

Special Instructions for one of the Sergeants-at-Arms and one of the Timers. After the Test Speech, one of the Sergeants-at-Arms (SAA) and one of the Timers will escort the contestants out of the contest room to the area designated for preparing the evaluations. After all the contestants are seated, the SAA will announce that the five minute preparation time has begun and the Timer will start the clock.

When the Timer announces that the five minutes are up, s/he will return to the contest room to notify the Toastmaster that the preparation time is over. The SAA will instruct the contestants to write their names and speaking order on their notes and hand them to the SAA.

The SAA will escort the contestants to the waiting area outside the contest room where the other SAA will be waiting. The SAA with the notes and the first contestant will enter the contest room at a pre-designated spot. As the Toastmaster introduces each contestant, the SAA will give the contestant his or her notes. The next contestant will enter the contest room during the one minute of silence between evaluations.
SAMPLE EVALUATION SPEECH CONTEST SCRIPT

SERGEANT AT ARMS

1. Call the meeting to order.
2. Provide invocation/opening thought and lead the pledge.
3. Introduce the Presiding Officer (Area, Division or District Director, or Contest Chair)

PRESIDING OFFICER (AREA, DIVISION OR DISTRICT DIRECTOR, OR CONTEST CHAIR)

1. Welcome all to the contest.
2. Recognize dignitaries (District/Division/Area Officers) at the head table or in the audience.
3. Introduce the Toastmaster.

TOASTMASTER

1. Open with brief remarks or a story. This is the time to be charming, funny, and work up the crowd. During the contest, please be business like and follow the script to the letter.

2. State: “We will have two contests: The Speech Evaluation Contest and the Humorous Speech Contest. The first contest will be the Speech Evaluation Contest. When that contest has concluded, we will have a 10 minute break and after the break, we will conduct the Humorous Speech Contest.”

“The contestants, judges, timers, ballot counters, and sergeant at arms have all been briefed earlier today about the contest rules and procedures. The contestants have been informed of the location of the timing lights.

“The following announcements are made in the interest of having a distraction-free environment for our contestants.

a. Please place all cell phones or other devices that make audible noises either off or on silent.
b. No photography of the contestants is allowed during the contest. There will be photo opportunities after the contest. Videotaping is allowed only if the contestant and the Contest Chair have given their approval in advance.

c. Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the room. If you must leave, please do so during the times of silence between contestant evaluations. The Sergeant-at-Arms will not allow anyone to enter the room during a contestant’s evaluation.

d. For the purposes of this contest, the speaking area has been determined to be: ________________________________.

3. **State:** “We will now begin the Evaluation contest. The Evaluation Contest will start with a timed 5-7 minute speech that is referred to as a ‘test speech.’ At the conclusion of the test speech, contestants will be escorted by the Sergeant-at-Arms out of the room and given five minutes to prepare their evaluation using only the Evaluation Notes form.

“When the five minutes are up, no further preparation will be allowed and all Evaluation Notes will be collected by the Sergeant-at-Arms. Contestants will then be escorted into the room one at a time. The contestants’ notes will be returned to them as they are introduced.

“Each contestant will then give a 2-3 minute evaluation of the test speech which will be judged by a panel of judges. Contestants who speak less than 1 minute 30 seconds or more than 3 minutes 30 seconds will be disqualified. Contestants can remain in the room after they have given their evaluations.”

“There will be 1 minute of silence between contestants, during which judges will mark their ballots. After all contestants have spoken, the judges will be given all the time they need to complete their ballots.”

“Only judges and contestants can lodge a protest with the chief judge or contest chair prior to the announcement of the results. Protests are limited to challenges of the contestant’s eligibility. The decision of the chief judge is final. Announcement of the results is final.”

“Timers, please make a last check of the timing lights.”

4. **State:** “The winner of the Evaluation Contest will represent (the Club at the Area contest on _______________________) or (the Area at the Division contest on _______________________) or (the Division at the District contest on ________________________).”
5. **State:** “The speaking order for the contest was determined earlier by having our contestants draw for position. The order for the contest will be:”

Contestant No.1_______________________________________

Contestant No.2_______________________________________

Contestant No.3_______________________________________

Contestant No.4_______________________________________

Contestant No.5_______________________________________

Contestant No.6_______________________________________

Contestant No.7_______________________________________

Contestant No.8_______________________________________

Contestant No.9_______________________________________

6. **Ask:** “Are there any questions from the contestants or the officials before we get started?”

7. **Introduction of Test Speaker** (Name, Title, Title, Name)

**State:** “We will now begin the Speech Evaluation Contest. In order for our evaluation contestants to compete, we need someone to speak for them. The Test Speaker will be introduced only by h/her name and speech title. I will then repeat the speech title and the Test Speaker’s name. Please help me welcome to the lectern:

Test Speaker’s Name __________________________________________
Speech Title X2________________________________________________
Repeat Test Speaker’s Name

Shake hands with the Test Speaker, be seated and listen to the speech. When the speech is over, lead the applause and shake the speaker’s hand. The Test Speaker returns to his or her seat.
8. **State:** “We will now give our speech evaluation contestants five minutes to complete their evaluations. Will the designated Sergeant-at-Arms please escort the contestants out of the room and time five minutes for them beginning when they are seated in the sequestered room? When five minutes is over, please escort our first contestant back to this room.

9. **State:** “Thank you, Sergeant At Arms. While the evaluation contestants complete their evaluations, we will get to know our Test Speaker; please help me welcome ___________ back to the lectern.”

   Lead applause as the Test Speaker returns to the stage. Ask each question below. Wait for a reply before asking the next question.

   “_______________________ (Test Speaker’s name)

   “How long have you been in TM?” ______________________ (answer)____

   “What club are you representing?” _______________________ (answer)____

   “What is your Toastmasters education level?” ___________ (answer)____

   Now ask two interview questions, using the biographical form for material – keep questions very brief.

   ______________________ ______________________ (QUESTION 1)?

   ______________________ ______________________ (QUESTION 2)?

   Thank the Test Speaker. Present a certificate of participation. Shake hands and lead the applause as he/she returns to their seat. Note: you might need to fill the time until the five minutes are up. Consider making brief announcements that will not exceed the time.

10. **When the five minute preparation time is over, state:** “We are now ready to hear from our evaluation contestants. There will be one (1) minute of silence between each contestant. Time Keepers, when I advise you to do so, please signal me with the green light when one (1) minute is up. After all contestants have spoken, the judges will be given all the time they need to complete their ballots.”
Toastmaster: Introduce each contestant by stating their name twice. **SAY NOTHING ELSE**, as your words or tone can appear to show bias for or against the contestant.

“(name) ______________________________________

(name)________________________________________.”

(First contestant gives speech evaluation.)

“May we have one minute of silence (signal timer) while the judges mark their ballots. Sergeant at Arms, please prepare the next contestant.”

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

“(name) ______________________________________

(name)________________________________________.”

(Second contestant gives speech evaluation.)

“May we have one minute of silence (signal timer) while the judges mark their ballots. Sergeant at Arms, please prepare the next contestant.”

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

“(name) ______________________________________

(name)________________________________________.”

(Third contestant gives speech evaluation.)

“May we have one minute of silence (signal timer) while the judges mark their ballots. Sergeant at Arms, please prepare the next contestant.”
Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

“(name) ______________________________________
(name)_________________________________________.”

(Fourth contestant gives speech evaluation.)

“May we have one minute of silence (signal timer) while the judges mark their ballots. Sergeant at Arms, please prepare the next contestant.”

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

“(name) ______________________________________
(name)_________________________________________.”

(Fifth contestant gives speech evaluation.)

“May we have one minute of silence (signal timer) while the judges mark their ballots. Sergeant at Arms, please prepare the next contestant.”

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

“(name) ______________________________________
(name)_________________________________________.”

(Sixth contestant gives speech evaluation.)

“May we have one minute of silence (signal timer) while the judges mark their ballots. Sergeant at Arms, please prepare the next contestant.”

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.
“(name) ____________________________________________
(name)___________________________________________.”

(Seventh contestant gives speech evaluation.)

“May we have one minute of silence (signal timer) while the judges mark their ballots. Sergeant at Arms, please prepare the next contestant.”

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

“(name) ____________________________________________
(name)___________________________________________.”

(Eighth contestant gives speech evaluation.)

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

“(name) ____________________________________________
(name)___________________________________________.”

(Ninth contestant gives speech evaluation.)

AFTER LAST CONTESTANT SPEAKS, ANNOUNCE THE FOLLOWING:

11. After last evaluation, state: “Everyone, please remain silent while the judges complete their ballots and have them collected by the Ballot Counters.”
Ballot counters collect ballots and Chief Judge collects the timer’s report. Chief Judge leaves room with ballot counters to tabulate results.

(Lead applause when Chief Judge and Ballot Counters make their exit).

12. (Announce:) “While we are waiting for the votes to be counted, we will hear from ________________, who will give us all the exciting details of the upcoming ________________ [appropriate contest or District Conference].” (Lead applause)

13. (Announce:) Thank you, __________. We will now have a 10-minute break. Please enjoy the refreshments; we will resume our contest in ten minutes.”
SAMPLE HUMOROUS SPEECH CONTEST SCRIPT

1. **Announce:** “Please be seated. We will now conduct the Humorous Speech Contest.”

   “If you used your cellphone during the break, please ensure that it is now off or in silent mode. Once the contest has begun, the Sergeant at Arms will secure the doors.”

   ”Members of the audience are asked to refrain from leaving or entering the room during the contest. Again, we would prefer that you not take pictures, particularly with flash cameras, while the contestants are speaking. After the contest, please do not leave the room until it is determined that all ballots have been collected.”

   “The contestants, judges, timers, ballot counters, and sergeant at arms have all been briefed earlier today about the contest rules and procedures. The contestants have been informed of the location of the timing lights.”

2. **State:** “For the Humorous Speech contest, all contestants will remain in the room. Each contestant will be introduced by announcing the contestant’s name – then the title of their speech, repeating the title of their speech and then the contestant’s name.”

   “Speeches shall be from five to seven minutes long. A contestant who speaks for less than four minutes 30 seconds or more than seven minutes 30 seconds will be disqualified.”

   “Upon being introduced, the contestant shall proceed immediately to the speaking position. Timing will begin with the contestant’s first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.”

   “The green light will be turned on at five minute and will remain on for one minute. The amber light will be turned on at six minutes and remain on for one minute. The red light will be turned on at seven minutes and remain on until the speech is concluded. No signal shall be given for the overtime period.”

   “There will be 1 minute of silence between contestants, during which judges will mark their ballots. After all contestants have spoken, the judges will be given all the time they need to complete their ballots.”
“Protests will be limited to judges and contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the results. Protests are limited to challenges of the contestant’s eligibility or originality. The contest chair shall notify the contestant of a disqualification regarding originality or eligibility prior to that announcement before the meeting at which the contest took place is adjourned. The decision of the chief judge is final. Announcement of the results is final.”

“Timers, please make a last check of the timing lights.”

3. **State:** “The speaking order for the Humorous Speech contest was determined earlier by having our contestants draw for position. The speaking order for the International Speech contest will be:

Contestant No.1_______________________________________

Contestant No.2_______________________________________

Contestant No.3_______________________________________

Contestant No.4_______________________________________

Contestant No.5_______________________________________

Contestant No.6_______________________________________

Contestant No.7_______________________________________

Contestant No.8_______________________________________

Contestant No.9_______________________________________

“There will be one (1) minute of silence before the first contestant and between each contestant. Time Keepers, when I advise you to do so, please signal me with the green light when one (1) minute is up. After all contestants have spoken, the judges will be given all the time they need to complete their ballots.

4. **Ask:** “Are there any questions from the contestants or the officials before we get started?”

5. “We will now begin the Humorous Speech Contest.”
Announce each contestant with their name, speech title, speech title, name. **SAY NOTHING ELSE**, because your words or tone can be interpreted as bias for or against the contestant.

“(name) __________________________________________

(Speech Title X 2)________________________________________

(name)______________________________________________”

(First contestant will speak)

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.

“(name) __________________________________________

(Speech Title X 2)________________________________________

(name)______________________________________________”

(Second contestant will speak)

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.

“(name) __________________________________________

(Speech Title X 2)________________________________________

(name)______________________________________________”

(Third contestant will speak)

“May we have one minute of silence (signal timer) while the judges mark their ballots.”
May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.

“(name) _____________________________________________
(Speech Title X 2)_____________________________________
(name)______________________________________________”

(Fourth contestant will speak)

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.

“(name) _____________________________________________
(Speech Title X 2)_____________________________________
(name)______________________________________________”

(Fifth contestant will speak)

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.

“(name) _____________________________________________
(Speech Title X 2)_____________________________________
(name)______________________________________________”

(Sixth contestant will speak)

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.
“(name) ____________________________________________
(Speech Title X 2)__________________________________________
(name)_________________________________________________

(Seventh contestant will speak)

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.

“(name) ____________________________________________
(Speech Title X 2)__________________________________________
(name)_________________________________________________

(Eighth contestant will speak)

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.

“(name) ____________________________________________
(Speech Title X 2)__________________________________________
(name)_________________________________________________

(Ninth contestant will speak)

AFTER LAST CONTESTANT, ANNOUNCE THE FOLLOWING:

6. **Announce:** “Everyone please remain silent while the judges complete their ballots and have them collected by the Ballot Counters.”

**ASK:** “Are there any ballots not yet picked up?”
Ballot counters collect ballots and Chief Judge collects the timer’s report. Chief Judge leaves room with ballot counters to tabulate results.

(Lead applause when Chief Judge and ballot counters make their exit).

7. **Announce:** “While we are waiting for the votes to be counted, let’s get to know our contestants. We will interview the Speech Evaluation Contests first.

Please join me for a brief interview.”

Lead applause.

Repeat the following for each contestant. Ask each question & wait for reply before asking next question.

“______________________________________________ (Contestant’s name)

How long have you been in TM? ____________________________(answer)____
What club are you representing? __________________________ (answer)____
What is your Toastmasters education level? _____________ (answer)____

(Interview question, using biographical form for material – VERY BRIEF)

Ask question:

____________________________________________

____________________________________________

Thank the contestant, present certificate & shake hands, lead applause

Repeat process for each contestant

After all contestants are interviewed, contestants return to their seats

8. “Now we will interview the Humorous Speech Contestants at this time. Please join me for a brief interview.”
Lead applause.

Repeat the following for each contestant. Ask each question & wait for reply before asking next question.

“______________________________________________ (Contestant’s name)

How long have you been in TM? ____________________________ (answer)____
What club are you representing? ____________________________ (answer)____
What is your Toastmasters education level? ____________ (answer)____

(Interview question, using biographical form for material – VERY BRIEF)

Ask question:

______________________________________________

Thank the contestant, present certificate & shake hands, lead applause
Repeat process for each contestant
After all contestants are interviewed, contestants return to their seats

9. Recognize everyone who assisted with the contest, including timers, ballot counters, caterers, the venue, chief judge, contest chair, and the anonymous judges. Do this BEFORE the announcement of the winners, which is the highlight of the evening and the high note on which to complete the contest.
10. **Announce:** “And now the moment we have all been waiting for ... the announcement of
the winners. . .”

- The Area Director, Division Director and District Representative should come to the
  stage to present awards to winners. (If necessary, prompt them to do so.) Give them
time to move onto the stage.

- READ THE WINNER INFORMATION EXACTLY AS PRINTED ON FORM. No more
  announcements or comments will follow announcement of winners; state that the
  contest is adjourned immediately following announcement of winners.

11. **Announce:** “This contest is adjourned!”