

**SERGEANT AT ARMS**

**1.** Calls the meeting to order.

**2.** Provides invocation/opening thought, and leads the pledge.

**3.** Introduces the Presiding Officers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , who will recognize the dignitaries and then introduce the Toastmaster.

**TOASTMASTER**

**1.** *Open with a joke or story if you want.*

**2. State:** “We have two contests today: The Evaluation Contest, followed by the International Speech Contest. There are two areas competing today: \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_. The first area will compete, then their ballots will be collected, and then the second area will compete. The winners of today’s contest will advance to the upcoming Division F contest on April 2nd.

 “The Evaluation Contest will start with a 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 5 minutes to prepare their evaluation using their notes sheet.

“When the five minutes are up, no further preparation will be allowed, and all papers will be collected by the Sergeant-at-Arms. Contestants will then be escorted into the room one at a time to deliver their evaluation. Their notes will be returned to them at this time.

“There will be 1 minute of silence between each evaluator, during which judges will mark their ballots. After all contestants have spoken, the judges will be given 2 more minutes to complete their ballots.”

**5.** **State:** “The first Area competing today will be \_\_\_\_\_\_ (determined by random draw). The speaking order was determined by random draw too. Here is the order:

Area #1: \_\_\_\_\_

Contestant No.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area #2: \_\_\_\_\_

Contestant No.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.** **State:**

a. “Please place all cell phones or other devices that make audible noises either off or on silent.

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.

“The contestants, judges, timers, ballot counters, and sergeant at arms have all been briefed about the contest rules and procedures. Are there any questions from the contestants or the officials before we get started?”

**7. Introduction of Test Speaker**

Test Speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speech Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repeat the Title and Name

Shake hands with the Test Speaker, be seated and listen to the speech.

**8. State:** “We will now give our evaluators five minutes to finish writing their notes. Will the Sergeant-at-Arms please escort the evaluators (from both Areas) out of the room?

9. **State:** “Thank you, Sergeant At Arms. Timers, please begin the 5 minute timer now. 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.

“How long have you been in TM?” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (answer)\_\_\_\_\_

“What club are you representing?” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (answer)\_\_\_\_\_

“What is your Toastmasters education level?” \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (answer)\_\_\_\_\_

Now ask something about their speech that piqued your curiosity, or something about their background.

When the Timer says the 5 minutes are up, thank the Test Speaker and give them a certificate of participation.

**10.** **State**: “Sergeant at Arms, please escort our first contestant into the room.”

Introduce each contestant by stating their name **twice**.

**SAY NOTHING ELSE**.

(First contestant gives their evaluation.)

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

Wait for one minute of silence. Make sure the timer is timing it.

“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduce the next evaluator, saying their name twice.

(Second contestant performs)

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

Introduce the next evaluator, saying their name twice.

(Third contestant performs)

“Please wait while the judges complete their ballots.

11. **After the time is up, state**: “**Ballot Counters, please collect the ballots.”**

**10.** **Now the second Area needs to compete.**

**State**: “Sergeant at Arms, please escort our first contestant into the room.”

Introduce contestant by stating their name **twice**.

(First contestant gives speech evaluation.)

“May we have one minute of silence while the judges mark their ballots.

After one minute, bring in the next evaluator

(Second contestant gives speech evaluation.)

“May we have one minute of silence while the judges mark their ballots.

After one minute, bring in the next evaluator

(Third contestant gives speech evaluation.)

 **After the time is up, state**: “**Ballot Counters, please collect the ballots.”**

Chief Judge collects the timer’s report. Then the Chief Judge should leave the room to tabulate the results.

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

12. (Announce:) **“While we are waiting for the votes to be counted, let’s bring up our contestants to learn a little more about them!**.

Please join me for a brief interview.”

Lead applause. Wait for all the contestants to line up in the order they spoke.

Repeat the following for each contestant.

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (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 if there is time – BE BRIEF)

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

(Announce:)

13. (After the interviews) “We will now have a 10-minute break”. (make sure someone is timing it). “Please enjoy the refreshments; we will resume our contest in ten minutes.”

**INTERNATIONAL SPEECH CONTEST SCRIPT**

1. **Announce:** “Welcome back and please be seated. 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, no photography of the contestants is allowed during the contest. After the contest, please do not leave the room until it is determined that all ballots have been collected.

**2. State:** “The speaking order for the International Speech contest was determined earlier by having a random draw. The speaking order will be as follows:

Area #1: \_\_\_\_\_

Contestant No.1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area #2: \_\_\_\_\_

Contestant No.1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 **State:** “We will now begin the International 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)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Repeat the Speech Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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.

Call up the next speaker, and repeat the process. After the first Area is complete, the ballots should be collected. Give additional time for judges and ballot counters to do this. Say something like:

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

Then the second Area’s competitors will speak.

AFTER LAST CONTESTANT, ANNOUNCE THE FOLLOWING:

1. **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. Then the Chief Judge and Ballot Counters should leave the room to tabulate the results of both Areas.

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

1. **Announce:**
2. “Now we will interview the International Speech Contestants at this time. Please join me for a brief interview.”

Lead applause. Wait for all the contestants to line up in the order they spoke.

Repeat the following for each contestant. Ask each question and wait for reply before asking next question. Shorten number of questions asked based on time constraints (ie: when you need to finish contest/leave building)

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (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 if done with Evaluation Contestants – BE BRIEF)

Thank each contestant, present certificate, shake hands and lead the applause.

Repeat process for each contestant

After all contestants are interviewed, contestants return to their seats

1. **Recognize:** Acknowledge everyone who assisted with the contest, including the venue organizer, the timers, ballot counters, chief judge, and the anonymous judges.
2. **Announcements**: Welcome the Division Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will talk about the upcoming Division Contest.
3. **Declaration of Winners:** “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 there are ONLY 4 CONTESTANTS, then only announce the 1st and 2nd place winners.

 **State:** “First, we’ll announce the winners of the Evaluation Contest

The 3rd Place winner is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Alternate (2nd) place winner is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The 1st place 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Next, we will announce the winners of the International Speech Contest.

**State:** **“**The 3rd Place winner is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Alternate (2nd) place winner is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The 1st place winner of the International Speech 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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