



EVALUATION & INTERNATIONAL SPEECH CONTESTS SCRIPT

For the Contest Chair and the Contest Toastmaster

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 (International/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 International 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 International Speech Contest.”

3. **State:** “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.

“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.”

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 _____

5. **State:** “The following announcements are made in the interest of having a distraction-free environment for our contestants.
- Please place all cell phones or other devices that make audible noises either off or on silent.
 - 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.
 - 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.

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)

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.

[After Evaluation Contestants have left 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.

“ _____ (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. Prepare 2 additional questions about their speech.

10. When the five minute preparation time is over, state: “Sergeant at Arms, please escort our first contestant back to this room.”

If you have to wait for the first contestant, remind the audience that there will be one (1) minute of silence between each contestant for judges to mark their ballots in silence. After all contestants have spoken, the judges will be given all the time they need to complete their ballots in silence

Toastmaster: Introduce each contestant by stating their name twice. **SAY NOTHING ELSE**, as your words and even your 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)**

The person making the announcement should use a script provide by the Contest Chair. Appropriate announcements include the Division Contest, Spring Conference or Toastmasters Leadership Institute. No Announcements for Club Events and Open Houses are permitted.

If there are no announcements, please proceed forwards without a contestant interview

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 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 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 _____

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.

“(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.”

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) _____

(Seventh contestant will speak)

“(Name) _____

(Speech Title X 2) _____

(Name) _____”

(Eight 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) _____

(Ninth contestant will speak)

AFTER LAST CONTESTANT, ANNOUNCE THE FOLLOWING:

4. **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).

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

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 constrainers of contest

“ _____ (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 1 additional minute per contestant in both contests – BE BRIEF)

Ask question:

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

Repeat process for each contestant

After all contestants are interviewed, contestants return to their seats.

6. “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

7. **Recognize:** Acknowledge 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 winners are announced, which is the highlight of the evening and the high note on which to complete the contest.
8. **Announcements:** Please use an announcement script provide by the Contest Chair. Appropriate announcements include the Division Contest, Spring Conference or Toastmasters Leadership Institute.

No Announcements for Club Events and Open Houses are permitted.

9. **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 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 the contest is adjourned immediately following announcement of winners.

If there are ONLY 4 CONTESTANTS, then only announce the alternate and the winner.

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!”