

# Contest Chair Sample Script (Evaluation & Humorous)

Disclaimer: This script is no substitute for being familiar with the Rulebook. All Contestmasters and Chief Judges have an obligation to know the Official Rules of Toastmasters Contests. These contests are subject to the current Speech Contest Rulebook which is protocol and applies to all official Toastmasters speech contests. Exceptions shall not be permitted. Modifications to rules may only be made through the administrative protocol review process (a process that takes years to complete). This script is provided as a courtesy from District 31 leadership as a template for a smooth flowing outline integrating the Evaluation and Humorous Speech contests based on the rulebook, rev 9/2012. You are allowed and encouraged to adapt this script to the needs of your contest and audience within the current rules.

Contestants, Judges and Fellow Toastmasters. I am \_\_\_\_\_ and will serve as the Contest Chair. Welcome to the 2013 Evaluation and Humorous Speech Contest for \_\_\_\_\_.  
(club, area, division).

Today's 1<sup>st</sup> place winner will represent us at the \_\_\_\_\_(next) contest which will take place at \_\_\_\_\_ on \_\_\_\_\_ (provide details). They will move one step closer to the District 31 Speech Contests on November 2, 2013. For each contest, if the first place winner is unable to attend, the second place winner will compete at the next level.

It takes a lot of work to prepare for a contest. It is our task to provide a fair contest for all speakers. All Toastmasters Contests have certain requirements for participation. All contestants and judges have been briefed and were confirmed to meet those requirements. Our judges have been briefed by the chief judge and provided judging forms specific to the types of contests tonight. All contestants and officials have had an opportunity to review the official rules. The speakers have prepared and worked hard to be here today. They deserve our respect and consideration.

- Turn off all electronic devices that may produce an audible sound (cell phones, watches). Anything that has a potential of making sound must be turned off or leave the room.

- Please do not take any photos during the contest - not even during the moment of silence. (photos are allowed during interviews or as winners are announced)
- Audio or video recording is not permitted without specific prior written agreements of the contestants.
- Please keep the aisles clear of obstructions.
- No one will be allowed to enter or exit the room during the speeches. The door will be opened only during the one minute of silence.

## Evaluation Contest

We will have several contests tonight. The first will be the Evaluation Contest. At the beginning of this contest, a test speaker will provide a 5-7 minute speech. The speech will be either a contest-type speech or a basic manual speech. Neither the manual project nor any objectives will be made known to the contestants, judges or audience. The speech will be introduced only by the speaker name and speech title, speech title and speaker name (like a typical speech contest).

Our evaluation contestants will each have 5 minutes to prepare an evaluation of that speech. (This 5-minute period can be outside the contest room if practical) At the end of the 5-minute period, all preparatory notes will be collected from all but the first contestant. Those contestants will be escorted to a quiet area outside and isolated from the contest room.

Each evaluator will be returned their materials as they are introduced for their evaluation. The introduction is limited to stating their name twice. The evaluation will be timed for 2-3 minutes (+/- 30 sec). Evaluations that are less than 1 min 30 seconds or more than 3 minutes 30 seconds will be disqualified. Timing cards will be used by one timer to communicate with the speaker. The cards will be in clear view of the speaker, but not obvious to the audience.

- The green card will be shown at 2 minutes and remain up for 30 seconds.
- The yellow card will be shown at 2 minutes 30 seconds and remain up for 30 seconds.
- The red card will be shown at 3 minutes and remain up until the evaluation is concluded. No further warning will be made to indicate the overtime period.

At the conclusion of each evaluation, there will be one minute of silence. During this minute the judges will mark their ballots. Please honor this one minute of silence.

After the last one-minute-of-silence, we will offer another minute for the judges to total up their scores and fill out the ballot form. The judges will hold their ballots in the envelope provided until the conclusion of the contests.

We are now ready for the Evaluation Contest.

The speaking order for the Evaluation Contest is:

- #1 \_\_\_\_\_
- #2 \_\_\_\_\_
- #3 \_\_\_\_\_
- #4 \_\_\_\_\_
- #5 \_\_\_\_\_
- #6 \_\_\_\_\_

Are the timers ready? Chief Judge, are the judges ready?

We are ready then. Let the Evaluation contest begin.

- \* Introduce the test speaker. (speaker, title, title, speaker.)
- \* Direct the Evaluation contestants to the 5 minute prep area.
- \* Introduce the Evaluation Contestants in turn, one by one.
- \* The Sgt at Arms gathers the contestants from the quiet room. (Contestants may stay in the audience after their evaluation.)

Evaluator #1

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(Name)

REPEAT: Name

Evaluator #2

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(Name)

REPEAT: Name

Evaluator #3

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(Name)

REPEAT: Name

Evaluator #4

---

(Name)

REPEAT: Name

Evaluator #5

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(Name)

REPEAT: Name

Evaluator #6

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(Name)

REPEAT: Name

*Allow a reasonable time for the judges to fill out their ballot.  
When ready, proceed with the next contest.*

# Humorous Speech Contest

We are now ready for the Humorous Speech Contest. To prepare for each speech, I will announce the contestant's name, title of speech, title of speech and the contestant's name. No other introductions or comments will be made while introducing the contestants.

All humorous speeches will be from five to seven minutes. Contestants who speak less than four minutes and 30 seconds, or more than seven minutes and 30 seconds will be disqualified.

- The green card will be shown at five minutes and remain on for one minute.
- The yellow card will be shown at six minutes and remain on for one minute.
- The red card will be shown at seven minutes and remain on until the speech is concluded. No further warning will be made to indicate the overtime period.

At the conclusion of each speech, there will be one minute of silence. During this minute the judges will mark their ballots and contestants will set up or remove their props. Please honor this one minute of silence.

After the last one-minute-of-silence, we will offer another minute for the judges to total up their scores and fill out the ballot form. The judges will hold up their ballots when they are ready to be picked up. The counters and Chief Judge collect all contest ballots from the judges. I will ask you, the audience, to remain seated and quiet during this time. Once all the ballots have been collected, the Chief Judge and counters will leave the room to tally them up. If any judge needs more time to total up their ballots, please follow the Chief Judge and leave the room. While they are out, I'll interview the contestants so the audience can learn more about them.

The Speaking order for the Humorous Speech Contest is:

- #1 \_\_\_\_\_
- #2 \_\_\_\_\_
- #3 \_\_\_\_\_
- #4 \_\_\_\_\_
- #5 \_\_\_\_\_
- #6 \_\_\_\_\_

Are the timers ready? Chief Judge, are the judges ready?

We are ready then. Let the Humorous Speech Contest begin.

**SPEAKER #1**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

REPEAT: Title... REPEAT: Name

**SPEAKER #2**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

REPEAT: Title... REPEAT: Name

**SPEAKER #3**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

REPEAT: Title... REPEAT: Name

SPEAKER #4

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(Name)

---

(Title)

REPEAT: Title... REPEAT: Name

SPEAKER #5

---

(Name)

---

(Title)

REPEAT: Title... REPEAT: Name

SPEAKER #6

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(Name)

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(Title)

REPEAT: Title... REPEAT: Name

*After each speaker, ask the timer team to give you one minute.  
Remind the audience to be quiet during the one minute of silence.*

*After the last speaker, ask the timer team to give you two minutes.  
Remind the audience to be quiet and ask the judges to fill out their  
ballot forms. Remind judges to sign their ballot. Remind them to  
follow the Chief Judge out of the room if they need more time.*

*Once all the ballots have been collected and the Chief Judge and  
counters have left the room, encourage everyone to relax. Now you  
can call up the contestants for an interview, one at a time, in the  
speaking order. Keep the interview upbeat. Give equal time to  
each contestant.*

*Present a certificate of participation to each contestant as they conclude their interview.*

*During the interviews, the Chief Judge and counting team process the ballots and prepare the award certificates. The Chief Judge documents the contest results on the Notification of Contest Winner and later submits it to the Contest Chair of the next level. On a separate paper, submit the names of winners in reverse order to the Contest Chair for announcing at the current contest. When multiple contests are conducted together, we suggest the results of the contests be withheld until the end of all contests. This is to encourage mutual courtesy and equal support for each group of contestants.*

### ***Announce Winners***

*Announce the results of various contests in the order that they occurred at the meeting.*

#### ***In each case:***

- *Announce if time disqualifications occurred, but do not name the contestant(s) involved.*
- *Announce the winners in reverse order.*
- *In contests with five or more participants, announce the 3rd place, 2nd place and 1st place winners. In contests with 4 or fewer participants, only announce the 2nd place and 1st place winners.*