

Contest Chair Sample Script

(Evaluation & Humorous Contests)

Disclaimer: 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 1/2017. This script is not a substitute for being familiarity 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.

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Introduce Yourself and the Contests

Contestants, Judges and Fellow Toastmasters. I am _____ and will serve as the Contest Chair. Welcome to the 2017 Evaluation and Humorous Speech Contest for _____.
(club, area, division).

Next level for the winners

Today's 1st 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 3rd and 4th, 2017. For each contest, if the first place winner is unable to attend, the second place winner will compete at the next level.

Preparation for the contest

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.

Audience Requests

- Please 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.
- All ballots will be collected at the end of all contests to protect judge anonymity.

Evaluation Contest

Evaluation Contest Format

We will have several contests tonight. The first will be the Evaluation Contest.

Test Speaker

- 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).
 - Contestants that choose to make preparatory notes during the speech must use a specific piece of paper for contestant notes that we have provided.

Contestant Preparation

- Once the test speaker's speech is over, the Sergeant at Arms will escort all contestants to a different room
 - The contestants will be escorted to a quiet area outside and isolated from the contest room.
 - The contestants will be given five minutes to prepare evaluation notes.
 - At the end of the 5-minute period, the sergeant at arms will take all preparatory notes will be collected from all but the first contestant.

Presenting the speakers

- Each evaluator will be returned their materials as they are introduced for their evaluation.
- The introduction is limited to stating their name twice.

Timing

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

Other instructions

- Judges have been instructed not to pay attention to the time. At the end of the contest the chief judge will look at the timing to check for disqualifications.
- At the conclusion of each evaluation, there will be one minute of silence to allow the judges to mark their ballots. Contestants may stay in the audience after their evaluation is complete.

- 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.
- Any questions?

Start the Contest

We are now ready for the Evaluation Contest.

Speaking Order

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

#6 _____

Make sure everyone is ready

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

We are ready then. Let the Evaluation contest begin.

Process

- * 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.)

Evaluations

Evaluator #1

(Name)

REPEAT: Name

(AFTER EVALUATION ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

Evaluator #2

(Name)

REPEAT: Name

(AFTER EVALUATION ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

Evaluator #3

(Name)

REPEAT: Name

(AFTER EVALUATION ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

Evaluator #4

(Name)

REPEAT: Name

(AFTER EVALUATION ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

Evaluator #5

(Name)

REPEAT: Name

(AFTER EVALUATION ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

Evaluator #6

(Name)

REPEAT: Name

(AFTER EVALUATION ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

Allow a reasonable time for the judges to fill out their ballot.

When ready, proceed with the next contest.

Humorous Speech Contest

Humorous Contest Format

We are now ready for the Humorous Speech Contest.

Presenting the Speakers

I will announce the speakers as follows:

Contestant's name

Title of speech

Title of speech

Contestant's name

No other introductions or comments will be made while introducing each contestant or after each speech.

Contest Progression

- There will be a minute of silence after each speech to allow the judges to mark their ballots.
- 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 the chief judge is out, I'll interview the contestants so the audience can learn more about them.

Timing

The humorous contest will be timed for 5-7 minutes (+/- 30 sec). Speeches that are less than 4 min 30 seconds or more than 7 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 5 minutes and remain up until...
 - The **yellow card** is shown at 6 minutes and remain up until...
 - The **red card** is shown at 7 minutes and remain up until the speech is concluded.
 - No further warning will be made to indicate the overtime period.

Start the Contest

Speaking Order

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

#6 _____

Make sure everyone is ready

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

We are ready then. Let the Evaluation contest begin.

Speeches

SPEAKER #1

(Speaker Name)

(Speech Title)

REPEAT: Title... REPEAT: Name

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

SPEAKER #2

(Speaker Name)

(Speech Title)

REPEAT: Title... REPEAT: Name

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

SPEAKER #3

(Speaker Name)

(Speech Title)

REPEAT: Title... REPEAT: Name

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

SPEAKER #4

(Speaker Name)

(Speech Title)

REPEAT: Title... REPEAT: Name

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

SPEAKER #5

(Speaker Name)

(Speech Title)

REPEAT: Title... REPEAT: Name

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

SPEAKER #6

(Speaker Name)

(Speech Title)

REPEAT: Title... REPEAT: Name

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots
(timer will show you a green card after that minute)

After the last speaker, ask the timer team to give you two minutes.

Concluding the Contests

Finalizing and Collecting Ballots for Both Contests

- *Remind the audience to be quiet and ask the judges to fill out their ballot forms.*
- *Remind judges to sign their ballots or they will be void.*

- *After most ballots seem to be collected, ask that any judges that need more time to follow the Chief Judge out of the room*

- *Once all the ballots have been collected and the Chief Judge and counters have left the room, encourage everyone to relax.*

Contestant Interviews

Call up the contestants for an interview, one at a time (you only need to interview contestants that participated in multiple contests once):

- *Keep the interview upbeat.*
- *Give equal time to each contestant.*
- *Plan for total interview time to take between 15 and 20 minutes*
- *Ask the timer to show you cards in accordance to the amount of time you plan to spend based on the number of contestants*
 - *For example, if you want interviews to be 2-3 minutes, have them show you a green card at 2, yellow card at 2.5, and red card at 3.*
- *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.

Announce Winners

- *The chief judge will hand you the results form with certificates for 1st, 2nd, and 3rd place if applicable.*
- *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 5 or more participants:*
 - *Announce the 3rd place*
 - *Announce the 2nd place*
 - *Announce the 1st place*
 - *In contests with 4 or fewer participants:*
 - *Announce the 2nd place*
 - *Announce the 1st place*