**Script is in blue.**

**“Stage directions” are in red.**

***Information that needs to be customized for each contest is in italics.***

**EVALUATION CONTEST – TEST SPEECH**

As Contest Chair, you are responsible for finding a Toastmaster in good standing to deliver a 5-7 minute speech. Only you should know who that person is until you announce them during the contest.

**WELCOME:**

Welcome to the *(name of club/Area/Division/District)* 2023-24 Evaluation contest. In a few minutes you will hear the contestants who are competing to win our Evaluation Contest and who will go forward to compete in the *(Area/Division)* Contest. And who knows, the winner may finish up winning the District Evaluation Contest trophy in May 2024.

To maintain a quality environment for all, please leave yourself on mute unless you are a contestant or contest official and need to speak at that time.

Also, as a courtesy to our speakers and other Toastmasters, we ask that you do not take photographs or video during the contest and that you turn off cell phones and all electronic recording devices.

* The rules have been reviewed with the chief judge and contestants, and a speaking order has been drawn. The speaking order for this contest is *(announce names, in order).*
* The contestants have been informed of the location and type of the timing signals.
* Green at two minutes, yellow at two minutes and thirty seconds, and red at three minutes.
* Contestants who speak for less than one minute and thirty seconds, or more than three minutes and thirty seconds, will be disqualified.
* While a contestant or the test speaker is speaking, no one is permitted to enter or leave the meeting. The Zoom Master may admit late attendees during the minute of silence between contestants.
* Please observe the minute of silence between contestants.

Please welcome our Chief Judge for this Contest *(name of Chief Judge).*

Chief Judge, are we ready to proceed?

Once the Chief Judge has answered “Yes”:

Then let us begin our contest. Please welcome our Test Speaker, (name of speaker, speech title, speech title, name of speaker).

At conclusion of speech, lead applause.

Sergeant At Arms, please place all contestants in our breakout room, please.

Once all contestants are confirmed by the SAA to be in the breakout room:

**INTRODUCTION OF TEST SPEAKER:**

Interview test speaker. Ask:

Which club(s) are you a member of? For how long? What roles are you playing this year?

And then other questions relating to the speaker’s speech.

After six minutes, the SAA will bring the first contestant back into the main room.

**INTRODUCTION OF CONTESTANTS:**

Do not make preliminary remarks about the contestant.

 Do not mention the name or location of the speaker’s club or their place of residence.

Our first contestant is: *Contestant’s name, Contestant’s name.*

At conclusion of first contestant, lead applause, and then say:

Thank you, (name of first contestant). Timer, please give our judges one minute to mark their scorecards. Fellow Toastmasters, please maintain silence during this one minute.

Allow one minute of silence between speeches. During this time, the SAA should bring the second contestant into the main room.

 Do not comment on the speeches or on any of the contestants.

The chief timer uses timing signals to show the end of the minute of silence. When red is shown:

Our next contestant is: *Contestant’s name, Contestant’s name.*

 And so on. Do not say, “Our final contestant is…”. Instead, say:

Our next contestant is: *Contestant’s name, Contestant’s name.*

Thank you, (name of final contestant). Timer, please give our judges one minute to mark their scorecards. Fellow Toastmasters, please maintain silence during this one minute.

Thank you. Sergeant At Arms, please place our Chief Judge, all of our judges, timers and ballot counters in the breakout room, so that they can complete their tasks.

**CONTESTANT INTERVIEWS:**

**You may or may not be staging a second contest as part of the same event. Follow the instructions and script below that are applicable to your situation.**

1. **If you are staging another contest as part of this meeting,** DO NOT interview the contestants (in case they are competing in the event’s second contest, and their responses influence the judges in any way). Instead, stage a round of Table Topics, opening up the opportunity to guests.

You should have agreed with your Chief Judge how they will advise you that a clear, uncontested result has been agreed upon. That may be by text message to you, or by them returning to the main room and giving you a “thumbs up”. Once you have that signal, you MUST say:

Fellow Toastmasters, I will now adjourn the Evaluation Contest. Results will be announced when we have completed our second contest today. Let us move on to (name of second contest).

1. **If you have already completed the second contest,** invite all the Contestants to unmute and turn their video on.

Interview each contestant using the following questions. Interviews should be limited to 1 to 2 minutes for each Contestant.

At Area and above level, ask all Contestants:

Please tell us your Name, Club, Area, and Division.

At all levels:

 Contestant #1 What was your motivation for competing?

 Contestant #2 What was your first thought when you heard the Table Topic?

 Contestant #3 Do you enjoy Table Topics? Why/not?

 Contestant #4 How has your club helped you prepare?

 Contestant #5 How has Toastmasters impacted your life?

 Contestant #6 What advice would you give to members who have never competed?

 Contestant #7 How does speaking in front of a larger crowd affect your performance?

 Contestant #8 What made you join Toastmasters?

 Contestant #9 What has been your most memorable experience with Toastmasters?

 Contestant #10 How do you prepare for competing in the contest?

You should have agreed with your Chief Judge how they will advise you that a clear, uncontested result has been agreed upon. That may be by text message to you, or by them returning to the main room and giving you a “thumbs up”.

I have received the results from our Chief Judge, who has confirmed that there are no time disqualifications/x time disqualifications. **Do not announce by name any contestants who have been disqualified.**

**PRESENTING THE AWARDS:**

1. In contests with **three or more** participants, a third-place winner, a second-place

winner, and a first-place winner will be announced.

2. In contests with **fewer than** three participants, a second-place winner (if applicable)

and a first-place winner will be announced.

Our third place winner is *(name of contestant*). Congratulations, here is your certificate.

Our second place winner is (*name of contestant*). Congratulations, here is your certificate.

And our club/Area/Division/District champion is *(name of contestant).* Congratulations, here is your certificate. You will go forward to the *(Area/Division)* Contest. And who knows, you may be the\ winner of the District Table Topics Contest trophy in May 2024.

Pause briefly for anyone who wants to take photographs or screen shots.

Make any announcements that are requested of you by the District Leaders.

In closing, I would like to thank the Contest Officers and volunteers for all their help, and you the audience for your attention and for attending. The contest is adjourned.

If you are running a second contest in the same event, reopen that contest and follow its script.

***Last updated September 25, 2023.***

***All comments and updates are welcome – please email pqd@toastmasters60.com***