

# Evaluation Contest Chair's Script

## Resources for Contest Chair

Evaluation Contest Kit <https://www.toastmasters.org/resources/evaluation-speech-contest-kit>

Rule Book - [Speech Contest Rulebook 2024-25](#)

### ***Recommended Instructions:***

It is recommended to read all instructions along with the full script prior to the Contest (i.e., as soon as you are appointed to your Contest Chair Role). This script is a general guide. It is in editable format so that you can amend it to suit your own personal style and language. Modify the flow of the script as appropriate for a multi-contest event at any level. Since some contestants are in more than one (1) contest, it is important that contestant interviews take place only after the last speech contest of the event.

**IMPORTANT:** Email all Contestants at least two (2) weeks prior to the contest date with all details regarding the venue, time, and date of the contest, along with the Speakers Eligibility form, Speakers Profile Sheet (1189), and a copy of the Contest Rule book.

Refer to page 20 of the Contest Rulebook for the Contest Chair Checklist and Briefing notes. Chair the Contestants' Briefing.

Obtain the speaking order and ask contestants how to pronounce their names. Space is provided within the text of this script to write in the speaking order and notes on pronunciation.

Ask contestants to complete the Speakers Profile sheet (1189) for each contestant to aid in performing the contestant Interviews.

Make sure contestants are not wearing name badges or designation pins (i.e., DTM pin).

Remember when choosing your Test Speaker:

- That they are at a level above the Contestants, i.e. Club Level – a new speaker is fine or anyone. As level increases from Club through to District, ensure you have a quality speaker.
- That they are a Toastmaster in good standing from a club in good standing.

Give the event MC any relevant information (if required) for your introduction as Contest Chair. Some examples are your:

Club name, how long you have been a Toastmaster, and  
Your Toastmaster education level and/or officer role, and  
Maybe something humorous or exciting about yourself.

### Brief the Sergeant at Arms and Timers

All Contestants will leave the Main Room for the Breakout room with one of the Sergeants at Arms and one of the Timers. Once all are seated in the Breakout Room, the timer will time the evaluators in their preparation time.

At the completion of 5 minutes, all Notes are taken off all Contestants, reminding each contestant to name their notes.

The timer can return to the main contest room. The 1<sup>st</sup> Sergeant at Arms will hand all Contestant notes to the 2<sup>nd</sup> Sergeant at Arms at the door where Contestants will enter the room.

As the first contestant is introduced by the Contest Chair, the 2<sup>nd</sup> Sergeant at Arms can return the Contestants notes to them.

This process is repeated for each Contestant.

Area	Script Wording
<b>Welcome &amp; Housekeeping</b>	<ul style="list-style-type: none"> <li>▪ Welcome to all Toastmasters and guests to the Evaluation Contest for Club, Area, Division or District level.</li> <li>▪ The following are the housekeeping rules for this contest               <ul style="list-style-type: none"> <li>○ As a courtesy to our contestants, please ensure your mobile phone is either switched off or in silent mode.</li> <li>○ 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 when anyone is speaking. You are only permitted to leave the room within the 1 minute of silence.</li> <li>○ No photography is permitted until you are invited to do so at the end of the contest.</li> </ul> </li> </ul>
<b>Speaking Order</b>	<p>The order of the contestants was randomly selected prior to the start of the contest and is as follows. <i>Remember to say the Speakers full name &amp; spell different names</i></p> <p>First Speaker: _____</p> <p>Second Speaker: _____</p> <p>Third Speaker: _____</p> <p>Fourth Speaker: _____</p> <p>Fifth Speaker: _____</p> <p>Sixth Speaker: _____</p> <p>Seventh Speaker: _____</p> <p>Eight Speaker: _____</p> <p><i>(advise your audience to also refer to the agenda for correct Spelling. It is advisable, if possible, to have a PowerPoint slide with the list of Contestants in speaking order shown, which also has the correct spelling). (for Area, Division or District Contests, please ensure that no reference is ever made regarding the members Club, Area or Division they represent)</i></p>
<b>Briefings confirmed</b>	<p>All contestants have been briefed on the rules of the contest and I can confirm that all contestants are eligible.</p>



Area	Script Wording
	<p>C. It is recommended that at all levels of the contest, the Toastmaster giving the test speech not be a member of the same club as any one of the contestants.</p> <p>D. The test speaker must be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.</p> <p>E. Neither the test speaker's project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.</p> <p>2. At the conclusion of the test speech, all contestants must leave the room. They then have five (5) minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.</p> <p>A. Timing and preparation supervision must be under the control of the contest Sergeant at Arms.</p> <p>B. Where it is not practical for contestants to leave the room, contestants will complete their five (5)-minute preparation in the same room under the control of the contest Sergeant at Arms.</p> <p>C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.</p> <p>3. After five (5) minutes have elapsed, no further preparation is allowed, and all contestants must hand their copy of the Evaluation Contestant Notes sheet to the contest Sergeant at Arms.</p> <p>The Evaluation Contestant Notes sheets must be handed back to contestants <b>as they are introduced to present</b> their evaluation.</p>
<b>Start Contest</b>	<p>"We will now begin the Evaluation Contest. I will read the purpose of the contest as defined by Toastmasters:</p> <p>1. To encourage development of Evaluation skills and to recognise the best as encouragement to all.</p> <p>2. To provide an opportunity to learn by observing the more proficient Evaluation speakers who have benefited from their Toastmasters training"</p>
<b>Test Speech</b>	<p>We now have the pleasure of hearing the Test Speech.</p> <p>Our test speaker today is _____</p> <p><i>(Lead Clapping as they come onto the stage)</i></p> <p>Test Speaker _____</p> <p>Speech title: _____</p> <p>Repeat Speech Title: _____</p> <p>Repeat Speakers Name: _____</p> <p><i>(Lead Clapping)</i></p> <p>Thank the Test Speaker</p>

Area	Script Wording
	<i>(Lead Clapping as they leave the stage)</i>
<b>Contestants to Breakout room for 5 minutes</b>	<p>At this time, I will ask all the Evaluation Contestants to follow the Sergeant-at-Arms <i>(Name)</i> _____ to the breakout room.</p> <p>One timer will accompany the contestants to the breakout room, who will time their 5 minutes of preparation time.</p> <p><i>(Pause until all have left the room)</i></p> <p>Thank you.</p>
<b>Test Speaker Interview (5 Minutes)</b>	<p>I will now invite back our Test Speaker _____ to join me back on the stage.</p> <p><i>(Lead Clapping as they come onto the stage)</i></p> <p><i>Present the Test Speaker with their Certificate</i></p> <p>Ask what Club/Area/Division they come from.</p> <p><i>Use the Speaker Profile Sheet to ask questions to take up roughly just under 5 minutes.</i></p>

<p><b>Contestant Introduction</b></p>	<p>Now I will introduce  Contestant # <i>(number is always used – NEVER say First contestant or Last contestant, etc)</i></p> <p><i>(Lead Clapping as they come onto the stage)</i></p> <p>Contestant # Contestant name, Contestant name.</p> <p>1. _____  2. _____  3. _____  4. _____  5. _____  6. _____  7. _____  8. _____</p> <p><i>After each Evaluation contestant</i>  One minute silence.</p> <p><i>After one minute</i>  Thank you. Now I will introduce contestant # <i>(same order as previously)</i>.</p>
<p><b>End of contest</b></p>	<p><i>Once all contestants have spoken</i>  Could we please have silence until the judges have completed their ballot sheets, and the Chief Judge and Tally Counters have left the room.  A reminder to Judges: please ensure your ballot is valid by completing your name on the Ballot.</p> <p><i>(remain silent until the chief judge and tally counters have left the room. This could take 3-7 minutes, depending on the number of judges and how large your audience is)</i></p> <p>Thank you for your silence.</p>
<p><b>Interview Contestants</b></p>	<p>Could I invite all our Evaluation contestants to come forward for interview questions?  This a great opportunity to get to know our contestants better, and where photos can be permitted, either with each contestant or at the end for all Contestants.  <i>Check with your Contest organiser how long you have for this segment of the Contest, as it could be a max of 1 minute or 2 minutes per contestant.</i></p> <p>i.e. Timing will be 1 to 2 minutes (green 1, amber 1.30, red 2 mins).</p> <p><i>Present the Participation Certificate to the contestant which has been prefilled.</i></p>

	<p><i>Now refer to the Speech Contestant Profile sheet for questions to ask.</i></p> <p><i>All contestants must be given the same equal time for interview questions regardless of when the results maybe received.</i></p> <p><i>If there is another contest to be held – adjourn this contest and hand over to the contest chair for the next contest to start proceedings for that contest.</i></p>
<p><b>Announcing the Results</b></p> <p><b>New Rule M4 page 13 Multiple Contests at one event</b></p>	<p><i>At the end of the event, announce the first contest winners, followed by the second contest etc.</i></p> <p>Congratulations to all our contestants.</p> <p>There were <b>NO</b> time disqualifications <b>OR</b> there were # _____ time disqualifications. <i>(never name the contestant disqualified)</i></p> <p>The 3rd place winner is _____</p> <p>The 2nd place winner is _____</p> <p>The 1st place winner is _____</p> <p><i>(if less than or equal to 3 contestants, you still announce all Contestants in winning order)</i></p> <p>Congratulations to the winner _____ of _____ (Club/Area/Division) Evaluation Speech Contest who will represent us at our Area/Division Contest on _____ (date x) Or District 72 Contest which will be held on _____ May 2025. <i>(Allow photo opportunities if required)</i></p> <p>Thanks to the contest officials, our contestants, and to you, our audience. Either I will now hand over to _____. or I declare the contest (event) closed.</p>