IN-PERSON CONTEST SCRIPTS

(EVALUATION, TABLE TOPICS AND INTERNATIONAL SPEECH CONTESTS)

Use the appropriate script(s) from Sections 1, 2, and 3 below for your contests. Use Section 4 (Presenting Awards), if applicable, after completing the (last) contest and before announcing contest winners.

Winners in each speech contest should only be announced at the end of the contest (Section 5).

(Note: The words "Distinguished Toastmaster" should be used instead of "DTM" to refer to anyone who has earned the designation.)

1. Evaluation Contest Script

SERGEANT-AT-ARMS (SAA)

One minute before the start:

SAA #1: Ladies AND Gentlemen, the Evaluation contest officially begins in one minute. *(Repeat.)*

At the contest start time:

SAA #1: Good evening, fellow Toastmasters and welcome guests! I am ?????, the Sergeant at Arms of this Contest. This event is now called to order. Please silence your electronic devices and help me welcome our Contest Master, (Distinguished) Toastmaster ???????.

CONTEST MASTER (CM)

CM: Good evening, Fellow Toastmasters and most welcome guests! Welcome to the Evaluation Contest for (??????Club/Area/Division). I am honored to serve as your Contest Master. At this time, please help me acknowledge the Dignitaries in the room. *(Acknowledge any Trio/DEC members, District leaders and other dignitaries, using their proper titles.)*

The purpose of the Evaluation Contest is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the best as an encouragement to all.

Please welcome our Chief Judge, (Distinguished) Toastmaster ?????, to provide a brief overview of the rules of the Evaluation Contest.

CHIEF JUDGE

CJ: Thank you, Contest Master ?????. The Evaluation Contest follows all rules outlined in the General Rules section of the current Toastmasters International Speech Contest Rulebook.

- It has been confirmed that all contestants are eligible and have been briefed. All judges have been briefed and are qualified to judge this contest.
- Contestants will be sequestered before presenting but may stay in the contest room after their evaluation.
- The Sergeant-At-Arms is instructed to allow no one in or out of the room once the contest has begun, until the last Contestant has spoken.
- Protests and Disqualifications
  - ✓ Protests are limited to eligibility and must only be lodged by voting judges and/or Contestants. Any protest must be lodged with the Chief Judge and/or Contest Chair prior to the contest being adjourned. The Chief Judge, Contest Chair, Voting Judges and Contestants must not consider protests from audience members.
  - ✓ The Contest Chair can disqualify a Contestant on the basis of eligibility.
  - ✓ All decisions of the Voting Judges and Qualifying Judges are final.
- When introducing a Contestant, the Contest Master will give the Contestant Name twice, which will be the Contestant's signal to begin.
- The time of the evaluations is two to three minutes. **Any Contestant speaking less than one minute and thirty seconds or more than three minutes and thirty seconds will be disqualified.** The timing cards will be shown as follows.
- Timer, please show the timing cards as I give the sequence:
  - ✓ **Green** at two minutes
  - ✓ **Yellow** at two minutes and thirty seconds.
  - ✓ **Red** at three minutes. This will stay up until the contestant has finished speaking. No notice shall be given should a contestant go overtime.
- Timing starts with the first word uttered or when the contestant uses any form of v e r b a l o r n o n - v e r b a l communication with the audience.
- There will be one minute of silence between contestants while the judges complete their ballots.
- Contestants will listen to a test speech and will then be escorted to a separate waiting room. Once their number is called, they will have one minute to return to the contest room and be acknowledged by the Contest Master.

Contest Master, let the contest begin!

CONTEST MASTER

CM: Thank you, Chief Judge ?????. The contestants have drawn their speaking positions. The speaking order is:

1. ????
2. ????
3. ????

(Repeat the speaking order)

We will have a test speaker who will present a five- to seven-minute speech that all the contestants will evaluate. When the test speaker finishes, the Sergeant-At-Arms will escort all Contestants to a waiting room, where they will have five minutes to complete their evaluations. At the end of the five minutes, the Sergeant-At-Arms will collect everyone's notes except those of the first Contestant, and will escort the first Contestant back into the contest room. At the conclusion of each Contestant's presentation, there will be one minute of silence for the judges to mark their ballots, during which the next Contestant will be sent to the contest room.

Are the timers ready? *(Wait for signal)* At this time, please welcome our Test Speaker:

Speaker Name:

Speech Title:

Speech Title:

Speaker Name:

(CM resumes after test speech)

Contestants and Sergeant-At-Arms, please make your way to the waiting room. Timer, please put five minutes on the clock once everyone has left. In the meantime, let us get to know our Test Speaker.

(Interview the Test Speaker until you see the 5-minute signal from the Timer. Thank the Test Speaker and instruct the Sergeant-At-Arms to bring the first Contestant to the contest room. Resume when the first Contestant is in the contest room.)

Contestant Name:

Contestant Name:

(Contestant delivers evaluation.)

CM: May we have one minute of silence while the judges mark their ballots? Timer, please give me the red signal at one minute. Sergeant-At-Arms, please bring out the next Contestant.

(Follow the procedure above for the remaining Evaluation Contestants until the last Contestant is done

then continue below.)

CM: We will now have silence while the judges finalize their ballots. I will announce once the Chief Judge has left the room.

Judges, at this time, please complete your ranking of the Contestants. Print your name and sign the bottom of your ballot. Make sure you have ONE NAME for the First, Second and Third Place and give your ballot to the Ballot Counters as instructed in the Judge's briefing.

Ballot Counters, please remain in this room until you have received all the ballots assigned to you, then exit to the Chief Judge's room.

Timers, please give your timing sheets to the Chief Judge as instructed during your briefing.

(Confirm ballot counters and the Chief Judge have left the room before continuing)

CM: Thank you, the Chief Judge has left the room.. Let's give the contestants a big round of applause!

(While waiting for the votes to be counted, interview Contestants unless anyone is in the next contest. In that case, do a Table Topics session with the audience avoid calling on any functionaries. Resume contest when the Chief Judge has returned to the contest room.)

CM: The Chief Judge is back in the room. Once again, let us congratulate all our Contestants today. We will announce the winners at the end of the last contest.

The Table Topics Contest will begin after a five-minute intermission. Timer, please hold up the red card at the end of the five minutes, and alert the Sergeant-At-Arms.

INTERMISSION (*Skip or reduce if running over*)

2. Table Topics Contest Script

One minute before the start:

SERGEANT-AT-ARMS (SAA)

SAA #1: Ladies & Gentlemen, the Table Topics Contest officially begins in one minute. (Repeat).

At the contest start time:

SAA #1: Good evening, fellow Toastmasters and welcome guests! I am ?????, the Sergeant at Arms of this Contest. This event is now called to order. Please silence your electronic devices and help me welcome our Contest Master, (Distinguished)Toastmaster ?????, to the lectern.

CONTEST MASTER (CM)

CM: Good evening, Fellow Toastmasters, dignitaries and most welcome guests! Welcome to the Table Topics Contest for ??????List which Club/Area/Division.

The purpose of the Table Topics Contest is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training and to recognize the best as an encouragement to all.

Please welcome our Chief Judge, (Distinguished) Toastmaster ?????, to provide a brief overview of the rules of the Table Topics Contest.

CHIEF JUDGE (CJ)

CJ: Thank you, Contest Master ??????.

The Table Topics Contest follows all the rules outlined in the General Rules section of the current Speech Contest Rulebook.

- It has been confirmed that all Contestants are eligible and have been briefed. All judges have been briefed and are confirmed to be qualified and eligible to judge this contest.
- The Sergeant-At-Arms is instructed to allow no one in or out of the room once the contest has begun, until the last Contestant has spoken.
- All Contestants shall receive the same topic, which shall be of a general nature. The topic is selected by the Contest Chair or designee. Contestants will receive no advance knowledge of the topic until the moment they are introduced by the Contest Master.
- Contestants may not use digital or other devices during the contest to gain an unfair advantage.
- When the contest begins, all Contestants except the first contestant shall be escorted to a waiting room by the Sergeant-at-Arms, and will remain there until it is their turn to speak.
- The Contest Master will introduce each Contestant by announcing their name, the topic, the topic again and the Contestant's name again. This will be the Contestant's signal to begin.
- There will be one minute of silence between Contestants while the judges complete their ballots, and the next contestant returns to the room.
- All speeches delivered by Contestants must conform to the timing guidelines for the contest. The time for the speeches is one to two minutes. **Any Contestant speaking for less than one minute or more than two minutes and thirty seconds will be disqualified.**
- Timer, please show the timing cards as I give the sequence:

- ✓ **Green** at one minute
- ✓ **Yellow** at one minute and thirty seconds.
- ✓ **Red** at two minutes. This will stay up until the contestant has finished speaking. No notice shall be given should a contestant go overtime.

- Timing starts with the first word uttered or when the Contestant uses any form of verbal or non-verbal communication with the audience.

Let the contest begin! Back to you, Contest Master.

CONTEST MASTER

CM: Thank you, Chief Judge ?????. The contestants have drawn their speaking positions.

Contestant 1: ????

Contestant 2: ????

Contestant 3: ?????

Contestant 4: ?????

Contestant 5: ?????

(Repeat the speaking order)

CM: Are the timers ready? (Wait for signal)

At this time, all Contestants except the first will go to the waiting room under the supervision of our Sergeant-At-Arms.

(When all Contestants have left):

CM: Welcome Contestant #X

Contestant Name:

Topic:

Topic:

Contestant Name:

Contestant addresses the topic.

CM: We will have one minute of silence while the judges mark their ballots. Timer, give me the red signal at one minute. *[Follow the above procedure for each of the remaining Table Topics contestants. When the last Contestant has spoken, continue with below.)*

Thank you to all our contestants. Please remain silent until I announce the Chief Judge has left the room.

Judges, please complete your ranking of the Contestants. Print your name and sign the bottom of your ballot. Make sure you have ONE NAME for First, Second, and Third Place and submit your ballot to the Ballot Counters as instructed to do so in the Judges' briefing.

Ballot Counters, please remain in this room until you have received all the ballots assigned to you, then exit to the Chief Judge's room.

Timers, please give your timing sheets to the Chief Judge as instructed during the contest briefing.

(Confirm Ballot Counters and the Chief Judge have left the room before continuing.)

CM: Thank you, the Chief Judge has left the room. Let's give the contestants a big round of applause.

(Interview the Contestants until the Chief Judge has returned to the Contest Room)(Skip interviews if contestants are in more than one contest.) (Opportunity to call on a Dignitary to address the audience)

CM: The Chief Judge is back in the Room.

The International Speech Contest will begin after a five-minute intermission. Timer, please hold up the red card at the end of the five minutes, and alert the Sergeant-At-Arms.

INTERMISSION (*Skip or reduce if running over*)

3. International Speech Contest Script

SERGEANT-AT-ARMS (SAA)

One minute before the start:

SAA #1: Ladies and gentlemen, the contest officially begins in one minute. *(Repeat.)*

At the contest start time:

SAA #1: Good evening, fellow Toastmasters and welcome guests! I am ?????, the Sergeant at Arms of this Contest. This event is now called to order. Please silence your electronic devices and help me welcome our Contest Master, (Distinguished)Toastmaster ??????.

CONTEST MASTER (CM)

CM: Good evening, Fellow Toastmasters and most welcome guests! Welcome to the International Speech Contest for ?????Club/Area/Division. I am honored to serve as your Contest Master. At this time, please help me acknowledge the Dignitaries in the room. *(Acknowledge any Trio/DEC members, District leaders and other dignitaries, using their proper titles.)*

The purpose of the International Speech Contest is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the best as an encouragement to all.

Please welcome our Chief Judge, (Distinguished) Toastmaster ??????, to provide a brief overview of the rules of the International Speech Contest.

CHIEF JUDGE

CJ: Thank you, Contest Master ??????. The International Speech Contest follows all rules outlined in the General Rules section of the current Toastmasters International Speech Contest Rulebook.

- It has been confirmed that all contestants are eligible and have been briefed. All judges have been briefed and are qualified to judge this contest.
- Contestants may remain in the contest room throughout the contest.
- The Sergeant-At-Arms is instructed to allow no one in or out of the room once the contest has begun, until the last Contestant has spoken.
- Protests and Disqualifications
  - ✓ Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing or referencing another person's content. Any quoted, paraphrased or referenced content must be identified during the speech presentation. Contestants who reference another contestant's speech or another speech contestant will be disqualified.

- ✓ Protests are limited to eligibility, originality and reference to another Contestant or another Contestant's speech and must only be lodged by voting judges and/or Contestants. Any protest must be lodged with the Chief Judge and/or Contest Chair prior to the contest being adjourned. The Chief Judge, Contest Chair, Voting Judges and Contestants must not consider protests from audience members.
- ✓ Before a Contestant can be disqualified on the basis of originality, or for referencing another contestant's speech, the Contestant must be given an opportunity to respond to the Voting Judges. A majority of the Voting Judges must concur in the decision to disqualify.
- ✓ The Contest Chair can disqualify a Contestant on the basis of eligibility.
- ✓ All decisions of the Voting Judges and Qualifying Judges are final.

- When introducing a Contestant, the Contest Master will give the Contestant name, speech title, speech title again and their name again. This will be the Contestant's signal to begin.
- The time of the speeches is five to seven minutes. **Any Contestant speaking less than four minutes and thirty seconds or more than seven minutes and thirty seconds will be disqualified.** The timing cards will be shown as follows.
- Timer, please show the timing cards as I give the sequence:
  - ✓ **Green** at five minutes.
  - ✓ **Yellow** at six minutes.
  - ✓ **Red** at seven minutes. This will stay up until the contestant has finished speaking. No notice shall be given should a contestant go overtime.
- Timing starts with the first word uttered or when the contestant uses any form of verbal or non-verbal communication with the audience.
- There will be one minute of silence between contestants while the judges complete their ballots.
- Contest Master, let the contest begin!

CONTEST MASTER

CM: Thank you, Chief Judge ?????. The contestants have drawn their speaking positions. The speaking order is:

1. ?????
2. ?????
3. ?????
4. ?????
5. ?????
6. ?????

(Repeat the speaking order)

CM: There will be one minute of silence between contestants for the judges to mark their ballots. Are the timers ready? (Wait for signal)

CM: Welcome Contestant #X

Contestant Name

Speech Title

Speech Title

Contestant Name

(Contestant gives speech).

CM: We will have one minute of silence while the judges mark their ballots. Timer, please give me the red signal at one minute.

(Follow this procedure for the remaining contestants. When the LAST contestant is done):

CM: We will now have silence while the judges complete their ballots. I will give the signal once the Chief Judge has left the room.

Judges, at this time, please complete your ranking of the Contestants. Print your name and sign the bottom of your ballot. Make sure you have ONE NAME for the First, Second and Third Place and send a copy of your ballot to the Ballot Counters as instructed to do so in the Judge's briefing.

Ballot Counters, please remain in this room until you have received all of the ballots assigned to you, then exit to the Chief Judge's room.

Timers, please give your timing sheets to the Chief Judge as instructed during the contest briefing).

(Confirm ballot counters and the Chief Judge have left the room)

CM: Thank you, the Chief Judge has left the room.. Let us give the contestants a big round of applause. While we are waiting for the votes to be counted, let's get to know all our contestants. *(Include other contest contestants if not previously interviewed).*

(Once the Chief Judge has returned to the Contest Room continue with Presenting Awards and Announcing Winners):

4. Presenting Special Awards

Insert Any Club/Area/Division Awards being presented. – Request script if a District initiated award

5. Announcing Winners

Now, for the moment we have all been waiting for: The announcement of our winners!

The first-place winner of today's contest will go on to represent ???? at the ????? contest, scheduled for **DATE???**.

(Using the Results Form from the Chief Judge):

CM: Once again, let's congratulate all our Contestants today.

I'd also like to thank the other contest officials whose hard work and dedication have made the event a success.

(Hand out certificates to Timers, Ballot Counters, Sergeants-At-Arms and Chief Judge. Have all recipients gather for a group photo.)

CM: Thank you to our judges who always serve anonymously.

And now, for the moment we have all been waiting for: The announcement of our winners!

The first-place winners of today's contests will go on to represent ???? at the ????? contests, scheduled for DATE**??????**.

(Using the Results Form from the Chief Judge):

Now, for the Evaluation Contest, we have no (or ____) disqualifications.

Third Place:

Second Place:

First Place:

Congratulations to all our winners! Please move to the front of the room for photos.

For the Table Topics Contest, we have no (or ____) disqualifications.

Third Place:

Second Place:

First Place:

Congratulations to all our winners! Please move to the front of the room for photos.

Now, for the International Speech Contest, we have no (or ____) disqualifications.

Third Place:

Second Place:

First Place:

Congratulations to all our winners! Please move to the front of the room for photos.

It was my pleasure to be your Contest Master today! On behalf of the entire contest team and all of our contestants, thank you for attending our contests.

I now declare this event adjourned!