

Sample Script for the

International Speech and Evaluation Contests

PROTOCOL

* Fairness, impartiality, and lack of bias – whether actual or perceived – are of vital importance, thus:
	+ The Toastmaster should not make *any* comments about a contestant and/or his/her speech (e.g. “that was a great speech” or “I can relate to that speech” or “that’s a DTM quality speech”, etc.).
	+ Contestants’ designation (e.g. CC, ACB, DTM, etc.), club, previous contest experience, time as a Toastmaster, etc. should not be referenced by voice (e.g. during the Toastmaster’s remarks) or by writing (e.g. included in the program) nor shall they be displayed on any name badge that a contestant may wear.
* Contestants should always be introduced exactly as the rules state (e.g. name, speech title, speech title, name)
* There are certain customs that, while not official rules, are observed by the district and should be followed to prevent objections and maintain harmony:
	+ Judges should remain anonymous and shall not be named verbally (e.g. thank you to Bob, Tom, and Jane who helped judge) or in writing (e.g. acknowledgements in the program).
	+ The Chief Judge should be called upon to read selected rules to benefit the contestants and the observers.
	+ The Chief Judge should be called upon to decide or clarify any issues or anomalies that arise (e.g. eligibility of contestant who arrives late, timing problems, etc.). A good Chief Judge should have the knowledge and experience needed to make a correct, fair, and impartial decision and the Chief Judge’s authority is recognized to make these decisions whereas other meeting participants (e.g. Toastmaster, Sgt-at-Arms, Timers, etc.) generally are not viewed to have that authority.
* Regardless of the level of planning, most contests have quirks that require some flexibility in the program (e.g. judging takes longer than expected, paperwork gets misplaced, etc.). The Toastmaster should make allowances for this and prepare a couple ways to burn time (e.g. a couple jokes, etc.). While keeping things flowing is important, it is more important that the essentials of protocol be maintained (e.g. proper order, correct timing, proper introductions, etc.). If there is a question of how to proceed or what to do the Toastmaster should consult with the Contest Chair (programmatic, timing, and/or style issue) and/or Chief Judge (technical and/or rule issue).

Sargent At Arms: [calls meeting to order]

Toastmaster: [makes opening remarks]

* Welcome the audience but keep remarks brief – you may even want to acknowledge the importance of people’s time as a reason for keeping things brief
* Ask audience to turn off any device that makes noise.
* Remind members of the audience to refrain from leaving or entering the room while people are speaking.

Toastmaster: We will have two contests: The International Speech Contest and the Evaluation. The first contest will be the Evaluation Contest. When that contest has concluded we will have a 10 minute break. After the break, we will conduct the International Speech Contest.

Before we begin the Evaluation Contest, I would like to introduce the Chief Judge to briefly review some of the rules for the benefit of the contestants and audience. Our Chief Judge tonight is      .

Chief Judge: [reviews rules and states: “Let the contest begin”.]

Toastmaster: Thank you Mister/Madame Chief Judge –

I will now give the speaking order for the Evaluation Contest:

Contestant No.1

Contestant No.2

Contestant No.3

Contestant No.4

Contestant No.5

Contestant No.6

Toastmaster: We have selected a Test Speaker to provide a speech for tonight’s Evaluators to evaluate. Please help me welcome to the lectern

[Announce Test Speaker’s name]

[Announce Speech Title – say twice]

[Announce Test Speaker’s name]

{Shake hands with test speaker, be seated and listen to test speaker’s 5-7 minute speech. Lead applause and shake their hand when speech is over. The test speaker returns to their seat.}

Toastmaster: We will now give our speech evaluation contestants five minutes to complete their evaluations. Mister/Madam Sergeant at Arms will you please escort the contestants out of the room and notify the Timer to begin timing five minutes for them beginning when they are seated in room. When that five minutes is over, escort our first contestant back to this room.

{Allow the Sergeant at Arms enough time to escort Speech Evaluation contests from room. After they have left the room, begin the following announcement.}

While the evaluation contestants complete their evaluations, we will get to know our Test Speaker; please help me welcome (Test Speaker) back to the lectern.”

{Lead applause.}

[Ask the test speaker a few questions by using information provided on the biographical form.]

{When the timer has indicated 5 minutes are up, begin wrapping up the interview of test speaker, present certificate of appreciation and shake their hand. Lead applause. Test speaker will be seated.}

Toastmaster: We are ready to hear from our evaluation contestants. We will observe one minute of silence between each contestant. Timers, when I call for one minute of silence after each contestant, please signal me with the green light when one minute is up. After all contestants have spoken, the judges will have all the time they need to complete their ballots.

We will now begin the Speech Evaluation Contest.

Please welcome our first contestant:

[Announce name of Evaluation Contestant #1]

Evaluation Contestant #1, Evaluation Contestant #1,

[Repeat name of Evaluation Contestant #1]

Contestant #1: [Contestant #1 will give his/her evaluation]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Evaluation Contestant #2]

Evaluation Contestant #2, Evaluation Contestant #2,

[Repeat name of Evaluation Contestant #2]

Contestant #2: [Contestant #2 will give his/her evaluation]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Evaluation Contestant #3]

Evaluation Contestant #3, Evaluation Contestant #3,

[Repeat name of Evaluation Contestant #3]

Contestant #3: [Contestant #3 will give his/her evaluation]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Evaluation Contestant #4]

Evaluation Contestant #4, Evaluation Contestant #4,

[Repeat name of Evaluation Contestant #4]

Contestant #4: [Contestant #4 will give his/her evaluation]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Evaluation Contestant #5]

Evaluation Contestant #5, Evaluation Contestant #5,

[Repeat name of Evaluation Contestant #5]

Contestant #5: [Contestant #5 will give his/her evaluation]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Evaluation Contestant #6]

Evaluation Contestant #6, Evaluation Contestant #6,

[Repeat name of Evaluation Contestant #6]

Contestant #6: [Contestant #6 will give his/her evaluation]

Toastmaster: Everyone please remain silent while the judges complete their ballots and have them collected by the Ballot Counters.

{Chief Judge picks up the timer’s report and the tie breaker ballot then leaves the room with the ballot counters to tabulate the results.}

{Lead applause when the Chief Judge and Ballot Counters exit the room.}

[Tell attendees where the refreshments, water fountains, rest rooms, etc. are located.]

[Call for a 10 minute break.]

Toastmaster: Please be seated for our next contest.

 Now we will conduct the International Speech Contest.

 If you used your cellphone during the break, please ensure that it is on silent alarm or, better yet, turn it off. And, please refrain from entering or leaving the room while somebody is speaking.

 Before we begin the International Speech Contest, I would like to re-introduce the Chief Judge to briefly review some of the rules for this contest. Please welcome our Chief Judge      .

Chief Judge: [reviews rules and states: “Let the contest begin”.]

Toastmaster: Thank you Mister/Madame Chief Judge –

I will now give the speaking order for the International Speech Contest:

Contestant No.1

Contestant No.2

Contestant No.3

Contestant No.4

Contestant No.5

Contestant No.6

We will proceed with the International Speech Contest.

As a reminder, we will observe one minute of silence between each contestant. Timers, when I call for one minute of silence after each contestant, please signal me with the green light when one minute is up. After all contestants have spoken, the judges will have all the time they need to complete their ballots.

We will now begin the International Speech Contest.

Please welcome our first contestant:

[Announce name of Int’l Speech Contestant #1]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Int’l Speech Contestant #1]

Contestant #1: [Contestant #1 will deliver his/her speech]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Int’l Speech Contestant #2]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Int’l Speech Contestant #2]

Contestant #2: [Contestant #2 will deliver his/her speech]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Int’l Speech Contestant #3]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Int’l Speech Contestant #3]

Contestant #3: [Contestant #3 will deliver his/her speech]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Int’l Speech Contestant #4]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Int’l Speech Contestant #4]

Contestant #4: [Contestant #4 will deliver his/her speech]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Int’l Speech Contestant #5]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Int’l Speech Contestant #5]

Contestant #5: [Contestant #5 will deliver his/her speech]

Toastmaster: May we have one minute of silence (signal timer) while the judges mark their ballots.

{Wait for one minute of silence before announcing next contestant}

Please welcome our next contestant:

[Announce name of Int’l Speech Contestant #6]

[Announce Speech Title]

[Repeat Speech Title]

[Repeat name of Int’l Speech Contestant #6]

Contestant #6: [Contestant #6 will deliver his/her speech]

Toastmaster: Everyone please remain silent for the judges to complete their ballots and the ballots have been collected by the Vote Counters.

{Chief Judge picks up the timer’s report and the tie breaker ballot then leaves the room with the ballot counters to tabulate the results.}

{Lead applause when the Chief Judge and Ballot Counters exit the room.}

Let’s get to know our contestants. Please hold your applause until all contestants have been introduced.

[Invite the contestants to the stage.]

[Ask each contestant:

* How long have you been in Toastmasters?
* What club are you representing?
	+ Why did you join TM? **Or**
	+ What is your favorite thing about TM? **Or**
	+ Share your favorite speaking tip. **Or**
	+ What is one challenge that you are still working on?]

{Present the Participation Certificate to the contestant and shake his/her hand. Thank the contestant.}

{Repeat the questions and the certificate presentation for all contestants.}

{After all contestants have been interviewed, lead the applause and ask contestants to return to their seats.}

At this time I would like to call [Contest Chair or Area Governor, Division Governor, District Governor, Lt. Governor Education and Training, and/or Lt. Governor Marketing], to the lectern to help present the awards. Please help me welcome them.

{Lead the applause.}

Award Presenter: The first and second place winners will need to see the contest Chief Judge following announcement of winners in order to complete necessary paper work.

 And now the moment we have all been waiting for. The announcement of the winners. . .

**Guidelines for Announcing Winners**

* Announce any time disqualifications but **do not** announce who was disqualified.
* If there are four or fewer participants in the contest **only** announce the second and first place winners.
* Read the winner information exactly as printed on form.
* Read the winners in reverse order (third, second, first).
* Make no more comments or announcements following the announcement of winners.

 This contest is adjourned!