**WELCOME:**

Welcome to the Evaluation speech contest. In a few minutes you will hear a group of skilled speech evaluators who will compete for the honour of representing the Club/Area/Division at the (next level) of the District 60 Evaluation Contest. Who knows, the winner may finish up becoming the District Evaluation Speech Champion in April at the annual conference.

For the safety of others, please keep all aisles clear of obstructions.

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.
* The contestants have been informed of the location of the timing lights.

While a speaker is performing, no one is permitted to enter or leave the room.

The Sergeant at Arms will secure the doors when the contestant introduction begins.

* Please observe the minute of silence between contestants.

You will be pleased to know that our Chief Judge for this Contest is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Mister/Madam Chief Judge, are we ready to proceed?

Our Test Speaker this evening is……

Speaker’s Name………. Speech Title…………..

Speech Title…………… Speaker’s Name……....

At the end of the speech, you will ask that the Evaluation Contestants to please leave the room under the guidance of the Sergeant at Arms.

When all Contestants have left the room, invite the Test Speaker to join you on stage so that you can interview them for 4 - 5 minutes while the Contestants are preparing their Evaluations.

At the close of the interview you will thank the Test Speaker and request that they take his or her seat at the front of the audience where they can be easily seen and addressed by the Contestants.

**INTRODUCTION OF SPEAKERS:**

The Sergeant at Arms will present each of the Contestants in turn of their speaking order.

*Do not make preliminary remarks about the speaker or the subject of the speech.*

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

Introduce each contest speaker by stating the Contestant’s name twice.

Allow one minute of silence between speeches.

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

*The timers use timing cards or lights to cue the start and end of the minute of silence.*

Upon completion of all the speeches, ask for silence until the Counters have collected all ballots, and the Chief Judge and the Counters leave for the counting room.

**CONTESTANT INTERVIEWS:**

Invite all the Contestants on to the stage and have them line up in speaking order.

When microphones are being used, the Contest Chair should use the one at the lectern while the portable one is passed along the line of speakers as they are interviewed.

If time permits on the agenda, interview each contestant using the following questions.

Note: Interviews should be limited to 1 to 2 minutes for each Contestant.

Question to ask all Contestants.

• Name, Club, Area, and Division?

When all certificates have been presented, lead a round of applause for the contestants, and request that they leave the stage.

Additional Questions for the Contestants.

Contestant #1 What was your motivation for competing?

Contestant #2 How did you come up with your speech title?

Contestant #3 Where do you find your inspiration for your topic?

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?

**PRESENTING THE AWARDS:**

Receive the Contest Results from the Chief Judge.

Invite District Leaders to the stage to conduct the trophy presentations.

*Announce any disqualifications for time. Do not name the disqualified Contestant(s).*

*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* ***less than*** *three participants, a second-place winner (if applicable)*

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

* Announce the name of the 3rd. place winner.
  + When the trophy is presented the Contestant should step to one side.
* Announce the name of the 2nd. place winner.
  + When the trophy is presented the Contestant should step to one side.
* Announce the name of the 1st. place winner.
  + When the trophy is presented the Contestant should step to one side.
  + Allow the winner one or two minutes for his or her remarks.

Bring the top three winners to the Centre of the stage and announce to the audience.

“The winners of the Evaluation Contest”

Pause briefly for anyone who wants to take photographs.

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

In closing thank the Test Speaker, the Contest Officers and volunteers for all their help, and the audience for their attention and for attending.

Adjourn the meeting.

**Important Information for Contest Chair:**

1. The International Speech contest and the Evaluation Speech contest must be run as two separate contests regardless as to whether they are on the same day. Awards must be presented at the end of the first contest before you start the next one.
2. The test speech must be either a contest-type speech, a speech from one of the assignments in the Competent Communication manual, or a project speech from the Toastmasters Pathways learning experience. The timing is 5 to 7 minutes.