

District 112

Speech Evaluation Contest Script 2024-25

What is this document for?

*You should use this Script,
if you are inexperienced with running a Contest,
or the Chief Judge or Contest chair doesn't turn up,
and you have to take their place.*

*You can use your own words if you like,
but don't read a line from the script,
then explain what it means, using your own words.*

Before the Contest – Contest Chair

Select a place and time for the contest

Select a Contest Chairman and a Chief Judge

For a event, assign a Floor Manager, and a Calligrapher for the certificates

Find Timing Lights, (and backups),

and a Lectern (2 for the Evaluation Contest)

Contact the Contestants, ask them to fill in and return

the Speaker's Certificate of Eligibility, and Speaker's Profile

Check that each contestant is eligible to enter this contest

Remember, candidates for ELECTED Office,

can't serve as contest officials at Area and above

Determine the Agenda, and print sufficient copies

Print all the forms

Buy the envelopes,

*and Print the Protest Instructions
on the front*

Judges Name _____

Reason for Protest

- ☐ Eligibility
- ☐ Originality
- ☐ Reference to another contestant by name
- ☐ Repeating another contestant's speech material

Appoint a Sgt at Arms for each door

Select a Test Speaker, and another Sgt at Arms

Set aside a room for the Contestants, where they cannot hear the Evaluations

Before the Contest – Chief Judge

Appoint the Judges, send them the Rulebook

and ask them to fill in and return the Judge's Certificate of Eligibility

Find a Stop-watch

Appoint two (2) timekeepers, and two (2) or three (3) ballot counters

Pre-Contest Briefing - Contest Chair

You can do the briefing online

This briefing is for the Contestants, and Sgt at Arms

Eligibility

*The contestants must read, and sign
the "Speaker's Certification of Eligibility and Originality"
and fill out the "Speech Contestant Profile"*

*To be eligible, the contestant **MUST**
be a PAID member,
the club they are represent - is in good standing
have filled in the "Speaker's Certification of Eligibility and Originality"*

*The contestant must **NOT** be
a District Officer
a Candidate for an ELECTED position for next year
a Contest Chair, or an educational presenter at this event
a Judge for THIS contest type
- at ANY level, in ANY District – in this Contest Round
These rules apply even at the club level*

Check the pronunciation of the Contestants names

*if the speaker isn't present, or
hasn't sent you the paperwork,
brief the alternate, and get them
to fill in the paperwork*

Contestant (name) is not present, and has not sent me
their eligibility form, so I will brief the alternate speaker,
who will speak in their place at the start of the contest

Housekeeping

If the Contest is being recorded

Photography is not permitted during the Contest
This Contest is being recorded,
you must fill-out the video release form

*In the FAQ, it does say "District",
but it applies to all contests.*

If you want a friend to video your presentation,
you must fill-out the video release form, (From the FAQ
"All participants and attendees that will be on camera must
sign the Photo/Video Release Form.") – Item 470

*You should confirm in writing to
allow the Speech to be recorded*

You will all Evaluate the same speech
It will be 5 to 7 minutes long
You will not know the Speech Objectives, or the Speaker's
Personal Objectives
You can only take notes on the "Evaluation Contest Notes"
form,
You cannot use digital or other devices, to gain an unfair
advantage, so you will have to turn off your phones

Don't cheat

Sgt at Arms

At the start of the contest, close the doors, people are
asked not to enter or leave when someone is speaking

After the test speech has finished, you will take the contestants to the waiting room,
You will give them five (5) minutes to prepare their Evaluation, then take ALL their materials from them.

When instructed, you will fetch the next contestant from the waiting room, and hold them at the door.
When you are told, give them their "Evaluation Contest Notes" - NOTHING ELSE

Speech Timings

Your Evaluation will be from 2 to 3 minutes,
you will be disqualified if your Evaluation is less than 1 minute and 30 seconds,
or more than 3 minutes and 30 seconds.

Note: You should begin speaking within a short time of arriving at the speaking area, and are not permitted to delay the contest unnecessarily.
Before starting, you must recognise the Contest Chair, with, "Thank you, Contest Chair"
and the Contest Chair must reply "You're welcome" (6F)

Speaking Area

The speaking area is from (a) on the left, to (b) on the right, and as far forward as (c)
You will be judged how well you use the speaking area

You will have time to practice on the stage, and test any microphones (if they are used)

Originality

75% of the speech must be original material,
any quoted material must be identified,
even paraphrasing or referencing another person's work,
Is not acceptable

*It may not make sense,
but this still applies in the Evaluation Contest*

Props

If you use props in your speech, you must demonstrate that they can be set up in the one minutes silence, and taken away after the speech, in the one minutes silence.
Remember, this also means you can't leave anything on the floor after their speech

*It may not make sense,
but this still applies in the Evaluation Contest*

Protests

Protests can only be lodged by contestants or voting judges and are limited to;
Eligibility,
Originality,
Reference to another contestant in THIS contest

These are remarks, or directions

Read this out loud

| ONLY if necessary |

*Lodge your protest with the Chief
Judge or Contest Chair*

(adjourn means close)

Reference to another contestant's speech material,
delivered in THIS contest,

- not that they said the same thing, but that they said
"contestant (x) said"

Protests must be lodged with the Chief Judge or Contest
Chair immediately, and resolved prior to the adjournment
of the contest

Draw for Speaking order

*Bring playing cards (or some other method)
to determine the speaking order
write down the contestant names*

You will be allowed to test the Microphones, on stage

if none

Are there any Questions?

I will now give the speaking order to the judges,
you can return to the main room

Talk to the Chief Judge

*Please confirm that all Judges are qualified,
and have been briefed*

Arrange a signal that means "Stop The Contest"

Pre-Contest Briefing - Chief Judge

You can do the briefing online to save time on the night

Check the Number of Officials

I have appointed
2 timekeepers
2 ballot counters, (3 at District)
The correct number of Voting Judges

(At Club level, 5 Judges – unless impractical)

(at Area Level, equal representation or 5 Judges)

(at Division Level, equal representation or 7 Judges)

(at District Level, equal representation or 7 Judges)

Because the Judges are anonymous,
no-one else should be present

I have also appointed and briefed a secret tie-breaking
judge, who does not attend this briefing, I will collect their
ballot at the end of the contest

Timekeepers

Timekeeper one (1) will operate the stopwatch, and
complete the official time record,
Here is the Time Record Sheet, please review it, and write
the names of the contestants on the form

Timing starts with the first definite verbal or non-verbal
communication, including sound effects, a staged act by
another person, etc.

Timekeeper two (2) will indicate the times using the
coloured lights, (or back-up cards),
or any signal provided by a Contestant
Timekeeper two (2), display the signal as follows.

the GREEN signal at 2 minutes,
the YELLOW signal at 2 minutes and 30 seconds,
and the RED signal at 3 minutes

There will be no further indication of time, the RED signal
will remain displayed until the contestant stops speaking

Yes, 31 seconds

Timekeeper one (1)
if the Evaluation is less than 1 minute and 30 seconds
or more than 3 minutes and 31 seconds.
then circle the contestant's time

Timekeepers Warning

If the Contest Chair or Chief Judge calls to pause,
Stop the timer, until the Contest Chair says to start again
If the lights fail, swap to the backup signal
If the lights or stopwatch fails, or the speech is paused,
mark this as a failure on the timing sheet,
the Contestant will be given an additional 30 seconds

Ballot Counters

I will give the Tally Counters Sheet to each ballot counter, please review the form, and write the names of the contestants on the top of the form.

indicate the judges

At the end of the contest, you will collect the voting ballots from these judges.

I will be there to guide you through the ballot counting, When we return to this room.

If none

Are there any questions?

Counters and Timekeepers can return to the main room

Judges Eligibility

The chief Judge will have checked that all judges are eligible at that level

The voting judges must read, and sign the Judge's Certification of Eligibility and Code of Ethics

CLUB – A paid member.

AREA, DIVISION, DISTRICT –

a) A paid member for a minimum of six (6) months.

b) Completed six (6) speech projects in the CC manual, or earned certificates of completion in Levels 1 and 2 of any path

DIVISION or DISTRICT –

No Judge (Chief, Voting or Tie-breaking judge

Can be a member of ANY club in which a contestant is a member.

Judges Guide

Here is the "Speech Evaluation Contest Judge's Guide and Ballot", please review it now.

don't read it out, you can remind them of the important points

Read the "Judge's Code of Ethics" on page 2, These are the standards that TI expects you to uphold

Judges should sit near the stage, so they can hear the speakers

if there are 3 or more speakers

You must judge all speeches, and your ballot must;
list the first three place getters, and no ties
be signed, and have your name on it
or your ballot will be discarded

Explain the points values for this Speech Type in your own words

I will explain the "Judging Criteria", using the points guide on the form

So Evaluate the speech yourself, and check that the Analysis and Recommendations are appropriate

In the Evaluation Contest, it must be a genuine Evaluation of this speech, not a pre-prepared Evaluation

*This still applies
In the Evaluation Contest*

75% of the speech must be original material,
Any quoted material must be identified,
even paraphrasing or referencing is not acceptable

As you listen to the speech, take notes, only allocate points at the end, and ignore the speech timing

Ballots should be put in an envelope

Sign the Judging Form and write your name on the outside of the Envelope now

At the end of the contest, put your voting ballots in the envelope, for the Ballot Counters to collect

Protests

*If they are not a paid member,
or judged this Contest Type in this round*

Protests can only be lodged by contestants or voting judges and are limited to;

*If more than 25% of the speech
is quotes, or someone else's
material, (even paraphrased or referenced)*

Eligibility,

Originality,

*It may not make sense,
but this still applies in the Evaluation Contest*

Can't say a Contestant's name

Reference to another contestant in THIS contest,

*Can't repeat what another
contestant said*

Reference to another contestant's speech material, delivered in THIS contest – that they said "contestant (x) said", not just that they said the same thing
Remember, you can't protest for any other reason,
If a rule is broken, speak to the Chief Judge immediately to resolve the issue

Write your name on the envelope,
so we know that we have collected the right votes

If you want to protest, also indicate the reason

(adjourn means close)

Protests must be lodged with the Chief Judge or Contest Chair immediately, and resolved prior to the adjournment of the contest

Speaking Area

The speaking area is from (a) on the left, to (b) on the right, and as far forward as (c), you will judge how effectively the contestant uses the speaking area

Speaking Order

The speaking order is on the agenda or as follows

if none

Are there any questions?

You can return to the main room

Speak to the Contest Chair and arrange a signal that means "Stop The Contest"

Contest Welcome - Contest Chair

Ladies and Gentlemen, welcome to the Speech Evaluation Contest, the Purpose of this Contest is "To provide an opportunity to learn by observing the more proficient Evaluators, who have benefited from their Toastmasters training."

Housekeeping

The following are the housekeeping rules for this contest
As a courtesy to our contestants please ensure your mobile phone is on silent
The Sergeant at Arms will secure the doors, members of the audience are asked not to enter or leave when anyone is speaking.

*This is proof
that you have their permission*

Photography is NOT permitted during the contest.
To video any speaker, you must give permission, and they have completed the Video Release form (Item 470).

Briefings

I have briefed all contestants on the rules of the contest, and confirmed that they are eligible.

Chief Judge has to say Yes

Chief Judge (____name____) can you confirm that the Judges are qualified, and have been briefed.

Protests

Protests can only be lodged by Contestants or Voting Judges.

Timing

The Evaluation must be from 2 to 3 minutes.
A contestant will be disqualified if their Evaluation is less than 1 minute and thirty seconds or more than 3 minutes and 30 seconds.

Lighting Test and Speaking Area

*confirm they work
point at the lights*

Timers, please test the stopwatch, and show the lights
I can see the timing lights, they are here

*the speaking area has been described to the Contestants
and Judges, you don't need to tell the audience*

Speaking Order

*If they're not on the agenda, then
read out the speaking order*

The order of the contestants was randomly selected before the start of this contest, and is as follows, the names and the correct spelling should be on the agenda.

Running the Contest - Contest Chair

Move the lectern to the side of the stage, and stand behind it.

Is everybody ready?

The Test speaker will give us a 5 to 7 minute speech, could the timers show signals at 5, 6 and 7

Do not say anything about the Speaker, their Speech, or club

Our Test speaker is ____ (given name / family name) ____,
with the speech ____ (title) _____,
With the speech ____ (title) _____
please welcome ____ (given name) ____ .

*Lead the Applause
After the Speech*

Thank you to our Test speaker

Could the Sergeant at Arms take all contestants to the breakout room, please take a Stopwatch.
When they are seated in the breakout room, they have five (5) minutes to prepare their Evaluation, after this, take ALL of their notes and materials away from them

Warning, If you interview the Test Speaker, then the Audience and Judges know things that the contestants don't know, which is against the rules.

In the 5 minutes break, we will have announcements or Table Topics

Contestant Introductions - Contest Chair

Move the 2nd lectern to the centre of the speaking area, for the Contestants

Don't say "first" or "last"

Now I will introduce our speech contestants

*For each Contestant
They must NOT have time to review their notes*

Sgt at Arms, bring forward the next contestant, then give them their "Evaluation Contest Notes" form
Please welcome our next contestant
____ (given name / family name) _____,

If the Contestant isn't present (or you don't have the eligibility form), welcome the Alternate Speaker (you briefed earlier)

*The Contestant isn't present, they are disqualified,
and I call forward the alternate speaker
____ (given name / family name) _____*

*Lead the applause as Contestant comes to the center of the Stage
Remain standing at the lectern,
do NOT come and shake their hand.*

please welcome ____ (given name) _____ .

*If you can hear Contestant say
"Thank you, Contest Chair"*

These are remarks, or directions

Read this out loud

| ONLY if necessary |

Only then reply, and sit down

You're welcome

NB: If you or the Chief Judge
need to pause the Contest

*There is a problem,
pause the speech, and the stopwatches*

Resolve the problem, then

*Contestant, your last words were
Restart timing from the next word uttered*

After the speech, lead the applause

Thank you contestant __ (given name) __,
One minute silence for judges to fill out the ballots.
Timer, please indicate the time at 1 minute

At the end of one minute

Thank you. Now I will introduce the next contestant

After the last speaker

Could we please have complete silence
until the judges have completed their ballots.

The Chief Judge collects
The Time Record sheet,
and Tie-Breaking Judges Ballot
wait until they have left the room
you MUST give Certificates now

When you are ready, put your ballot hold in the Envelope,
and hold up, for the ballot counters to collect.

The Chief Judge and ballot counters have left the room
Now we will present the Participation Certificates
I invite all the contestants back to the stage.
You can come forward to take photographs

For each contestant, ask, then
wait for a brief response

Contestant (name),
tell us what Club, (Area or Division) you represent

If you have been instructed to waste time

From the Judge's Briefing Checklist "All protests must be resolved
prior to the announcement that the contest is adjourned."

use the Biographical Sheet to ask
questions

Let us find out more about our Contestants,
The timing will be 1 to 2 minutes.

After the Interviews

Now, could the contestants return to their seats

1) If you have the Results

I have the results from the Chief Judge.

2) If Results are presented later

If all the protests have been
resolved

The Chief Judge has told me that he is happy to adjourn
the contest, and the results will be presented later

Tallying the Results - Chief Judge

In the counting room

*Check that you have valid Ballots,
and from real judges*

Each ballot counter will fill out the ballot counters form,
Write the contestant's names across the top, and the
Judges names down the side

If there is a PROTEST

If there is a valid protest, tell the Contest Chair to waste
time

*Show each form to the counters
and the Chief Judge reads out
the votes in this manner*

Judge (name) has given
(name) 3 points
(name) 2 points
(name) 1 point

*The ballot counters will add up all of
the votes for each contestant separately,
and check that they both have the same result*

Time Disqualifications

*if any contestants spoke over time,
or under time, then state*

Contestant (name) has been Disqualified for speaking
over or under time, strike through their name

Tied Places

*If contestants received the same
number of points—even ZERO points
only look at the relative placing of
those 2 contestants*

I open the Tie Breaking Judges Ballot, to break the tie

Contestant (name) is ranked higher,
and has gained the place,
Contestant (name) has lost the place

Protests

If there is a VALID Protest

*- Not for any other reason
(adjourn means close)*

There is a protest from a Contestant or a Judge
relating to Eligibility, or Originality, or Reference
Tell the Contest Chair DO NOT adjourn the Contest
I will follow the process in the Rulebook

1) Bring the judges together

*2) Ask the person to state his protest,
if a Contestant, then they leave*

3) Bring the contestant to respond, then leave

*Discuss, and if the judges vote to
disqualify a contestant, state*

Contestant (name) has been Disqualified,
strike through their name

*You are not allowed to tell anyone
the result of the discussion,
not the Contestant,
nor the person raising the protest*

These are remarks, or directions

Read this out loud

| ONLY if necessary |

Official Results

now you have the official results

Ballot Counters must watch me carefully, as I;

1) Fill out the Results form, with the names
of the 1st, 2nd and 3rd placed contestants,
And if there were any time disqualification

2) Fill out the 1st, 2nd and 3rd place getters certificates

3)Write the ranking of ALL contestants who were not
disqualified, on the Notification of Contest Results form

If the forms are filled in correctly

I will now give the results to the Contest Chair

Announcing the Results - Contest Chair

Ladies and Gentlemen,
congratulations to all our Contestants

Please come forward to take photographs of the winners

Announcement of the contest winners is final,
unless the list of winners is announced incorrectly,
in which case the Chief Judge, ballot counters, or timers
are permitted to immediately interrupt to correct the error.

Read the results from the form

*State if there are Time
Disqualifications,
do not give any names*

*As you read the results watch out
for the chief judge, timers or
ballot counters pointing out an
error*

*Hand their place-getters their
Certificates, and Trophies (if
available)*

The image shows a 'Results Form' for a Speech Evaluation Contest. It includes instructions for the Chief Judge and Contest Chair, a section for Time Disqualifications, and an announcement section for the winners. The form is numbered 1-6 for instructions and 1-6 for the contest chair. It also has a section for Time Disqualifications (YES/NO) and an announcement section for the winners (THIRD, SECOND, FIRST place winners). The form is numbered 1-6 for instructions and 1-6 for the contest chair. It also has a section for Time Disqualifications (YES/NO) and an announcement section for the winners (THIRD, SECOND, FIRST place winners).

The winner of this (Club/ Area / Division)
Speech Evaluation Contest
will represent us at the (Area/ Division / District) Contest

at (location _____) on (date x _____)

Are the dates on the District Calendar?

If the winner is unavailable,
the next highest available contestant will take their place

Thank you to the contest officials, our contestants, and to
you, our audience.

I declare the contest closed.

*Make sure the "Notification of Contest Winners"
is filled out correctly,
and given to the contest chair at the next level*