

Evaluation Contest Script (Comprehensive Version)

1. Call to Order

Contest Master:

"Welcome to the Evaluation Contest portion of today's event! This contest shows the ability to listen carefully, think critically, and provide valuable feedback. We are excited to see our contestants demonstrate these skills today.

Before we begin, let me review some important details and rules to ensure fairness and clarity throughout the contest."

2. General Announcements

Contest Master:

"First, I want to confirm that all contestants meet the eligibility requirements for this contest. This includes:

1. Being members of a club in good standing, verified by the club's dues submitted to World Headquarters.
2. Not holding any District or International officer positions nor having declared intent to run for such offices.

If you have not already done so, please ensure that your Eligibility and Originality forms have been submitted to the Chief Judge."

Contest Master:

"Contestants, please remove any name tags or indications of proficiency or club affiliation to maintain fairness and eliminate perceptions of bias."

3. Rules and Timing Explanation

Contest Master:

"Here are the key rules for the Evaluation Contest:

1. After the Pattern Speaker's speech, the Sergeant at Arms will escort contestants from the room and give them five minutes to prepare their evaluation notes.
2. At the end of the five minutes, all contestants' notes will be collected and securely held until their name is called to present their evaluation.
3. Each contestant will then be called to the stage in turn, and their notes will be returned to them as they approach the lectern.

4. Contestants may remain in the room after they have delivered their evaluation but may not re-enter before their turn.

Contest Master:

"Each evaluation must be between **2 to 3 minutes long**. Evaluations shorter than **1 minute 30 seconds** or longer than **3 minutes 30 seconds** will result in disqualification. Timing signals will be as follows:

- The **Green Light** will appear at **2 minutes** and remain on.
- The **Yellow Light** will appear at **2 minutes 30 seconds** and remain on.
- The **Red Light** will appear at **3 minutes** and stay on until the speech's conclusion.

No signals will be given for exceeding the time limit. The contestant will be granted an additional 30 seconds if a timing device fails.

Time begins with the first word uttered or any form of communication, such as gestures or sound effects."

4. Define the Speaking Area

Contest Master:

"The speaking area is defined as [describe or gesture to the speaking area]. While stepping outside the speaking area will not result in disqualification, it may affect scoring under 'Delivery' by the judges."

Ask the Chief Judge: "Have all the judges, timers and counters been briefed?"

Ask the Contest Chair: "Have been the contestants been briefed regarding the speaking area and timing?"

5. Order of Speakers

Contest Master:

"Contestants, the speaking order was determined earlier by a random draw. The order for today's contest is as follows:

1. Contestant #1: [Name]
2. Contestant #2: [Name]

3. Contestant #3: [Name]
[Continue as necessary.]

When introducing each contestant, I will use the following format to eliminate bias:
'Contestant #, [Name], [Name], Contestant #.'

Are there any questions from the contestants or officials before we begin?"

6. Introducing the Pattern Speaker

Contest Master:

"Now, I would like to introduce our Pattern Speaker. The Pattern Speaker's speech will be the basis for our contestants' evaluations.

Please join me in welcoming [Pattern Speaker's Name] to deliver their speech, titled [*Speech Title*]."

(The Pattern Speaker delivers their speech.)

7. Escort Contestants to the Preparation Area

Contest Master:

"Thank you, [Pattern Speaker's Name], for that excellent speech.

At this time, I will ask the Sergeant at Arms to escort the Evaluation Contestants from the room to the preparation area. Contestants, you will have five minutes to complete your evaluation notes."

8. Timing the Preparation Period

(After the contestants leave the room:)

Contest Master:

"Timers, please signal me when the five-minute preparation period has concluded."

"Thank you for your patience as our contestants prepare their evaluations. To keep the energy in the room alive, we have a special opportunity to hear more from our Pattern Speaker, who delivered a fantastic speech earlier.

While our evaluators are hard at work, I'd like to take a moment to ask [Pattern Speaker's Name] a few questions about their speaking journey, preparation process, and insights as a Toastmaster. Please join me in welcoming them back to the stage!"

(*Applause as the Pattern Speaker joins the Contest Chair on stage.*)

"[Pattern Speaker's Name], first of all, thank you for being our Pattern Speaker today. Your speech was truly inspiring, and I'm sure the audience enjoyed it as much as I did. To start, can you tell us what inspired you to choose the topic of your speech?"

(Continue with the prepared interview questions, adapting as needed based on the speaker's responses.)

Sample interview questions:

- How long have you been a Toastmaster?
- What project did you use for your speech today?
- What motivated you to join Toastmasters, and how has it impacted your speaking journey?
- Do you remember the first speech you gave at Toastmasters? How does that compare to where you are now?
- What advice would you give to someone delivering their first speech?
- Who are your favorite speakers or role models, and why?

Contest Chair (closing the interview):

"Thank you so much for sharing your thoughts and experiences, [Pattern Speaker's Name]. It's always inspiring to learn more about the person behind the speech. Let's give them another round of applause!"

(Applause as the Pattern Speaker returns to their seat.)

"At this time, let's check with our Timer to see how much longer we have in the preparation period."

(At the end of five minutes, the Sergeant at Arms collects all notes except Contestant #1's and returns them to the Contest Master.)

(Proceed as directed by the Timer or move seamlessly to the next part of the contest.)

9. Introducing the Evaluation Contestants

(For each contestant:)

Contest Master:

"Our first Evaluation Contestant is Contestant #1, [Name].

[Name], [Name], Contestant #1.

Please welcome [Contestant #1]!"

(The Contest Master shakes hands with the contestant and steps aside while they deliver their evaluation.)

(After the evaluation:)

Contest Master:

"Thank you, [Contestant #1]. There will now be one minute of silence for the judges to mark their ballots."

(Repeat this process for all contestants, maintaining the timing and structure.)

10. After All Contestants Have Spoken

Contest Master:

"Thank you to all our contestants for their thoughtful and constructive evaluations.

Judges, please ensure your ballots are signed and submitted discreetly. Counters, please collect the votes.

Chief Judge, please collect the Time Record Sheet from the Timer. The Chief Judge and Ballot Counters will now adjourn to an adjacent room to determine the results."

11. Contestant Interviews (Optional)

(If contestants compete in multiple contests, postpone interviews until all contests are completed.)

Contest Master:

"While we wait for the results, let's take a moment to get to know our contestants better. I'll invite each contestant back to the stage for a brief interview."

(Conduct light and engaging interviews, using questions about their Toastmasters experience or personal interests.)

12. Announce Winners and Closing

Contest Master:

"The results are in! Let's begin with the third-place winner: **[Name]**.

And the second-place winner is: **[Name]**.

And now, our first-place winner, who will represent us at the next level of competition: **[Name]**.

Congratulations to all our contestants for their outstanding evaluations. Thank you to everyone who made this contest possible."

(If this is the last contest, proceed to the closing scripts.)