

# Online District Evaluation Speech Contest Script

## Sergeant at Arms 1:

(Smile, look at the audience and then proclaim:)

"Fellow Toastmasters and distinguished guests, it is time for the District 29 Evaluation Speech Contest."

(Rap the gavel once.)

"My name is \_\_\_\_\_ and I am the Sergeant at Arms for today's contest. As a reminder, please keep your audio muted and turn off your video. Please do not chat during contest proceedings. If you need technical assistance, please chat privately with Zoom Host or any Zoom Co-hosts Privately.

At this time, I would like to welcome our host, Program Quality Director, Distinguished Toastmaster, Chalese Gilmore."

(Mute your audio and turn off your video.)

## Program Quality Director:

{PQD recognizes dignitaries from the Protocol List and makes remarks regarding the contests}

"Now I will pass control to our Contest Master, \_\_\_\_\_ to get our Evaluation Speech Contest started."

**Mute your audio and turn off your video.**

(Note: Once the Contest Master is introduced, any contestants who arrive after this point are disqualified from the contest.)

## Contest Master:

"Fellow Toastmasters and guests, welcome to the District 29 Evaluation Speech Contest. I would like to express my sincere appreciation to all the contestants who entered our virtual contest today and have proceeded successfully through Club, Area and Division Contests.

Here is a brief explanation of the Evaluation Contest procedures:

- A test speaker from outside the District will present a five to seven minute speech.
- I will introduce the test speaker by stating their name, the speech title, the speech title again, and their name again.

- At the conclusion of the test speech, I will ask the Zoom host to invite one of the Sergeant at Arms and all of the contestants to a breakout room for five minutes to complete their evaluations.
- At the end of the given time the contestants will come back into the main room one at a time to present their evaluation.
- I will introduce each contestant by stating their name twice.
- After each contestant, there will be one minute of silence for the judges to mark their ballots.
- When the last contestant has finished, the judges, timers, ballot counters and the chief judge will be sent to a breakout room. The judges will be given as much time as they need to complete their ballots and have them collected by the ballot counters.

Following is the speaking order of the contestants:

(Give the speaking order slowly and repeat it, as the judges need to write the contestants names on their ballots.)

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

6<sup>th</sup> \_\_\_\_\_

7<sup>th</sup> \_\_\_\_\_

Now it is time to introduce our Chief Judge, \_\_\_\_\_ to go over the contest protocol.”

**Contest Master mute your audio and turn off your video.**

**Chief Judge:**

“Thank you, Contest Master.

First let me explain how the Evaluation Speech Contest is judged. During the Evaluation Speech Contest the contestants will be judged on the following criteria:

- Analytical Quality – 40%.
- Recommendations – 30%.
- Technique – 15%
- Summation – 15%

All the contestants, judges, and contest officials have been fully briefed.

All the contestants are eligible to compete.

Now for the Rules of Common Courtesy:

- Please keep your audio muted and your video turned off.
- No photographing or recording of the video and/or audio is allowed while contestants are speaking unless they have given advanced approval. This includes the use of cell phones, screen captures or any other form of recording any images, video, or audio. If a contestant has received approval to record themselves, they will be able to record themselves by clicking on the record button just before they start. It is their responsibility to ensure that their screen is setup appropriately to record.

Are there any questions? If you do have any questions, you may enter them in the chat box now addressed to everyone.”

(Wait for 5 – 10 seconds for questions to be posted in chat. Address any questions posted or spoken. If no questions, then say the following.)

“Mister/Madam Contest Master, let the contest begin.”

(Mute your audio and turn off your video)

## Contest Master:

“Thank you, Mister/Madam Chief Judge!

Test Speaker, are you ready?”

(Verify that the test speaker’s audio is unmuted and their video is on. Introduce the Test Speaker:)

- (Name) \_\_\_\_\_
- (Speech Title) \_\_\_\_\_
- (Speech Title) \_\_\_\_\_
- (Name) \_\_\_\_\_

(Lead the applause and mute your audio but remain visible while the test speaker is speaking.)

(When the speech is completed, have the Zoom Host invite the Sergeant at Arms 2 and the contestants to the Breakout Room. They will have five minutes to complete their evaluations. Once

all the contestants have successfully joined the Breakout Room, the Zoom Host will announce that the contestants are out of the room. Ask the Timer to signal with a green signal when five minutes are up.)

“Now let us get to know our test speaker. Will the test speaker please unmute your audio and turn on your webcam?”

(Interview the test speaker by asking some of the following questions.

- a. How long have they been a member of Toastmasters and what club are they representing?
- b. Also ask what made them interested in Toastmasters and
- c. How Toastmasters has helped them.
- d. If there is time, ask one or two additional questions of the test speaker.
- e. Once the 5 minutes are up, thank the test Speaker and present them with the Certificate of Appreciation shown on camera.
- f. Remind them to mute their audio and keep their video on so the contestants can see them as they present their evaluations.

“Contestant number \_\_\_\_, please turn on your video and unmute your audio. Are you ready?”

- (Name) \_\_\_\_\_
- (Name) \_\_\_\_\_.”

(Mute your audio but remain visible while the contestant is speaking.)

(When the contestant is finished, say:)

“We will now have one minute of silence while the judges mark their ballots. Mister/Madam Timer, please provide a green signal at one minute.”

(During the minute of silence **lead** the silence. The audience will take their cue from you. When the minute is up, introduce the next contestant.)

(Repeat the above process until all contestants are done. After the last contestant, say the following:)

“The judges, timers, ballot counters and the chief judge will be sent to a breakout room. The judges will be given as much time as they need to complete their ballots and have them collected by the Ballot Counters. Would the Zoom host please let me know when all the officials are in the breakout room.”

(When the Zoom host notifies you all officials are in the breakout room, than it will be time to interview the contestants. Interview only those contestants that are participating in the Evaluation Speech Contest **ONLY**. If they are also participating in the International Speech Contest; they will be interviewed later.)

“Please help me welcome the Evaluation Speech contestants that are not competing in the International Speech Contest. Would all the contestants please unmute your audio and start your video.”

(Interview the contestants in their speaking order. Ask them how long they have been a Toastmaster and what club they are representing. If there is time, ask one additional question of each contestant—you can use their “Contestant Profile” to generate interview questions.)

(After each interview, thank the contestant, present their Certificate of Participation on camera, and give them a gesture of appreciation. Read only the first Certificate that is presented to the first contestant in its entirety. Subsequent certificates should be presented with just the name of the contestant.)

(At this time, turn the contest over to the Sergeant at Arms to adjourn the contest.)

(Contest Master mute your audio and turn off your video.)

**Sergeant at Arms 1:**

“The District 29 Club Evaluation Speech Contest is now adjourned.”

(Rap the gavel once).

(At this time, turn the contest over to the District 29 Program Quality Director)

“Now, please welcome our Program Quality Director, Distinguished Toastmaster, Chalese Gilmore”

(Sergeant at Arms mute your audio and turn off your video.)

**Program Quality Director:**

(The PQD will make any final announcements and recognize members who assisted in the contest.)

“We will now take a ten-minute break before the International Speech contest begins. Mister/Madame timer, please start a ten-minute countdown. Please feel free to unmute yourself and start your video and network for the next ten minutes or take a break.”

Announcement of Winners will be done at the end of the International Speech contest. The PQD will be sent the contest results by the chief judge via private chat and/or email and/or text.