

Evaluation and Humorous Speech Timeline and Contest Script For Area and Division Contests

Have you ever attended a Toastmasters Area or Division contest where you walked in the door to find only 10 or 12 people in attendance with maybe 1 or 2 contestants on the agenda...if there is an agenda at all?

And, before you even find a seat, someone is asking you “Would you be our Sergeant-at-Arms tonight”? or “We need counters and timers. Which one would you like to be?”

Worse yet is when you get that phone call the night before the contest, which goes something like this: “Would you be willing to be our Toastmaster for our contest tomorrow? You don’t have to do anything. Just show up.”

Conversely, have you ever walked into an Area or Division contest with over 50 people in the audience, with 5 contestants in each category, and the program flows with precision as if every detail had been planned for weeks? Excitement and anticipation fills the room and the participants are nervous, nervous, nervous!!!

Holding a successful Toastmasters contest is a privilege and valuable learning experience for everyone who attends or competes. This document has been designed as a step-by-step checklist to help you through every step of planning and conducting the Evaluation and Humorous speech contest at the Area or Division level.

The pages that follow are a culmination of dozens of ideas and suggestions from many well respected Toastmasters members as well as a few of my own ideas that I picked up by attending and participation and competing in many Toastmasters contest over the years.

May this document help you organize and conduct your Area or Division contest smoothly and efficiently so that your contestants and audience may receive the unique gift of experience that only a successful contest can provide.

All the best,
Marty Dickinson
2001-2002, Metro Division Governor
2003-Present, District 26 Webmaster

The successful Area or Division Evaluation and Humorous Speech contest process begins long before actual contest day:

At least 5 weeks prior to contest day, the Area or Division Governor should have recruited a person called the Contest Chair. Occasionally, a member will volunteer; but normally the officer will need to recruit the Contest Chair. This person should have experience conducting Toastmasters contests at the club level to assure a successful contest.

At least 4 weeks prior to contest day...

The Contest Chair needs to:

- Receive the scheduled contest date from the Area or Division Governor
- Assign a Toastmaster and Chief Judge and instruct them of their roles although the Contest Chair may elect to serve as one of these roles
- Recruit a Test Speaker from another Area for an Area contest and for another Division for a Division contest
- Recruit a Backup Test Speaker just in case something comes up
- Get someone to be in charge of food and drinks
- Create and distribute promotion flyers to participating clubs, all Area and Division Governors, the District Public Relations Officer, local libraries, companies near the location and other promotional avenues
- Complete the form available on the D26 website to have the location and time for the contest added to the contest calendar (<http://www.d26toastmasters.org/forms/contest-info-submit.php>)

At least 3 weeks prior to contest day...

The Toastmaster needs to:

- Acquire the names, phone numbers and E-mail addresses for the 1st, 2nd and 3rd place winners from the previous level.
- Contact the 1st place winners to congratulate them of their win at the previous level and make sure they know when and where to be on contest day/night. Also, instruct them to show up 45 minutes before the contest start time to complete bio sheets and be present for briefing and drawing for speaking order. Encourage contestants to take advantage of this opportunity and that it will be worth their while to make the effort to compete. Often because people new to contests do not know what rewarding experience awaits them, they're quick to skip the opportunity. It's up to YOU to sell them on going to the next level.
- Attempt to get bio and eligibility forms from Contest Chair from previous level
- Recruit Sergeant-at-Arms and provide outline of responsibilities similar to the Appendix of this document.

At least 3 weeks prior to contest day...(continued)

The Chief Judge [or Contest Chair](#) needs to:

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- Recruit 2 timers
 - The Contest Rulebook requires at least 5 judges plus a Tiebreaker Judge for all contest levels. However, it is best to recruit 2 judges from each Club for an Area contest. There should be an equal representation from the Clubs composing the Area with at least 5 total.

It is best to recruit 2 judges from each Area for a Division contest. There should be an equal representation from the Areas composing the Division at least 5 total.

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- Recruit 1 tie-breaker judge that you trust will be unbiased
 - Recruit 2 ballot counters
 - Instruct all volunteers where to be and when to be there (Judges, timers, and counters are usually briefed 30 minutes or so before the contest begins)
 - Attain original judging forms and contestant sheets for distribution at contest night. For the Area and Division contests, the District 26 LGET will supply all the forms, certificates and trophies required.

Forms include:

- Judges Ballots for Humorous Speech contest (one per judge)
 - Judges Ballots for Evaluation contest (one per judge)
 - Tie-Breaker's Ballots for both contests (one per contest)
 - Timer's sheets (two per contest)
 - Certificates of originality and eligibility (one/contestant for each contest)
 - Bio sheets (one per contestant)
 - Counter's sheets (two per contest)
 - Notification of Winners form (one per contest)
 - Certificate of Participation (one per contestant for each contest)
 - 1st Place Trophy for Area (for each Contest)
 - 2nd Place Certificate for Area (for each Contest)
 - 1st Place Trophy & 2nd Place Trophy for Division (for each Contest)
 - 3rd Place Certificate for Division (for each Contest)
 - It's also important to have a "Contest Rulebook" at the contest.
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At least one day before the contest...

The Contest Chair needs to:

- Buy or create a gift of appreciation for the Test Speaker. If you plan to give something engraved, allow at least a week. This expense should be reimbursed by the host club but will not be reimbursed by your Division or District
- Verify all points and positions with Toastmaster and Chief Judge
- Communicate with Area or Division Governor that everything is in place

The Toastmaster needs to:

- Prepare a one-page agenda showing the Test Speaker, Toastmaster, Contest Chair, Chief Judge and Contestants. Do NOT list contestant speech titles, club and Toastmaster Designation (e.g., CC, CL, AC). Do not list other contest volunteers (Timer, Counters, etc.) on the agenda. The judges should NEVER be listed. The agenda can also be prepared by the Contest Chair but should be reviewed by Toastmaster prior to printing.
- Make enough copies of agenda so that unexpected visitors can have one too
- Contact contestants one additional time by E-mail or by phone as a reminder of the contest, when to be there and that you'll be looking forward to their competition
- Prepare Certificates of Participation for contestants
- Gather a dozen or so pens for contestants to use for completing of forms

At the contest but before the event starts...

The Chief Judge needs to:

- Arrive at least 1 hour before contest start time
- Check off volunteers as they arrive
- Brief all judges and timers beginning 30-45 minutes before start time
- Let the Tie Breaker Judge know that the Chief Judge will collect their ballot.
- Brief all Evaluation contest participants beginning 20-30 minutes before start time and have them draw for speaking order
- Brief all Speech contest participants beginning 15-20 minutes before start time and have them draw for speaking order
- Deliver speaking order and speech titles of all contest participants to Toastmaster

The Toastmaster needs to:

- Arrive 1 hour before contest start time
- Choose a seat near the front of the room on the side that offers easy access to the front of the room and back to your seat. You're going to be getting up and sitting down quite a bit!
- Check off contestants as they arrive
- Have contestants to complete Eligibility and Bio forms if you have not received them from the previous level contest
- Let the speaker's know that they are going to be interviewed and to keep their answers brief (20-30 seconds). The audience does not need to hear another speech.
- Point out who the Chief Judge is and when the briefings will begin
- Look for District Officers who have shown up for the contest. You'll be introducing them at the beginning, so take the time now, while your Chief Judge is giving briefings, to introduce yourself, discover what the officer's position is within Toastmasters and write down the correct pronunciation of their names in order of rank. Introduce District Officers from highest level to lowest.
- Find your Sergeant-at-Arms and coordinate the kick-off of the contest. It works great to have the SAA sound the gavel to get everyone's attention and then introduce the Area Governor for an Area contest or the Division Governor for the Division contest
- Acquire the speaking order from the Chief Judge and provide the list to the timers

The Evaluation Contest Begins!!

The Sergeant-at-Arms...

- Sounds the gavel
- Welcomes everyone
- Introduces Area Governor if an Area contest and Division Governor for Division contest

The Area or Division Governor...

- Welcomes the group, gives any introductory remarks and introduces the Toastmaster for the contest

The Toastmaster...

- Welcome the group
- Provide an upbeat introduction and overview of what the audience will see during this contest
- Introduces the concept of contests such as why public speaking contests are important, that the contestants have chosen to challenge themselves to “step beyond their comfort zone” and gain experience beyond the club
- Mention the first place winners of this event will go on to the Division contest to be held on <division contest date> (if you’re at the Area) or District conference to be held on <district contest date> (if you’re at the Division)
- Introduce only the district officers who have shown up to your contest by simply stating their names and having them stand in the following order:
 - Current and Past International Directors and Officers (unless they are a contestant)
 - District Governor
 - Lieutenant Governor, Education and Training
 - Lieutenant Governor, Marketing
 - Public Relations Officer
 - District Secretary
 - District Treasurer
 - Immediate Past District Governor
 - Past District Governors (unless they are a contestant)
 - Any Division Governors
 - Any Area Governors
 - Others (such as World Champions and political guests (mayors, representatives, etc.))
- Introduce the Chief Judge

The Chief Judge informs the audience about the following items:

- Contestants, judges, timers and counters have been briefed (You may elect to list the contestants in the order of which they'll be presenting)
- Contestants have drawn for speaking order
- Judges will not consider timing as this is accounted for separately
- Request that the audience take a few seconds to check their pagers, cell phones and other devices with alarms and turn them off for the duration of the contest
- Be firm that no one should leave or enter the room while a contestant is speaking
- State that it is very important to provide an "equal platform" for each contestant and by adhering to these requests, they'll have one.
- Announce that the Evaluation contest may now begin! And, return control to the Toastmaster (each contest should have a briefing before it begins).

The Toastmaster:

- Make a smooth transition between Chief Judge comments and the actual start of the contest by...
- Reiterating how very important it is for each contestant to have an equal platform from which to compete. This is the only way a contest can be fair. This means no leaving the room, no doors slamming, no dropping changes on the floor, etc. I always like to say "If someone's cell phone goes off during a speech, we'll have to recruit someone to activate his cell phone for every speech!" That always draws a chuckle.
- To begin the first event, consider this verbiage:

"We will start this evening with the Evaluation Contest. At this time, I would like to introduce our Test Speaker, Speaker's Name, Title of Speech, Title of Speech, Speaker's Name."

There should be no other introduction of the Test Speaker than name, title, title, name.
- After the Test Speaker has finished, congratulate the speaker and request that your Sergeant-at-Arms now escort the Evaluation contestants out of the room
- When the contestants have exited, explain that they are being taken to a room where they cannot hear what is going on within the contest room and that they will have 5 minutes to consider their evaluation content. Then, they will be brought in one by one to offer formal evaluations of the speech they just heard.
- To burn up some of that 5 minutes, invite your Test Speaker to the front of the room and have some prepared questions for that person such as club, location of club, number of years in TM, inspiration for the speech, whatever you feel is appropriate. Then present the Test Speaker with your award of appreciation.

After the Test Speaker has completed his or her speech, the Sergeant-at-Arms:

- Escorts all of the Evaluation contestants outside the room to a separate enclosed room where they cannot hear the other participants and instructs them that they have exactly 5 minutes to prepare any notes that they wish
- After 4 minutes, the SAA goes back to the contest room, signals that 5 minutes is near, and then returns to the contestants
- When 5 minutes is up, the SAA asks each contestant to put their name on their notes, removes the notes from ALL but the first contestant and allows the first contestant to keep his own notes
- The SAA then escorts the first contestant to just inside the door of the contest room.

NOTE: Make sure to prevent the contestant from walking right up to the Toastmaster when you open the door of the contest room. You want that person to receive a formal introduction and then benefit from a welcoming round of applause as he or she approaches the Toastmaster

- After the first contestant speaks, the judges will have 1 minute to mark their ballots. This is your time to go get the next contestant so that when the minute is up, you will have the next contestant standing inside the door already.

Again, make sure the following contestants do not just walk right up to the Toastmaster until the introduction has been made

The Toastmaster then conducts the Evaluation Contest:

- Announce the beginning of the contest by saying something brief such as, “We will now begin our evaluation contest with our first contestant.” Then say the person’s name and then the person’s name again.
- When the contestant walks to the front of the room, meet the person with a handshake and walk away. Do NOT encourage the contestant to say anything to you like “thank you” because the timer will start!!
- After a contestant has completed the evaluation, offer another handshake and say: “May we please have one minute of silence while the judges mark their ballots?” The Toastmaster should set the example of “silence.”
- When the timer signals that 1 minute has passed, move right into introducing the next contestant by saying: “Judges, please prepare for our next contestant.”
- Introduce the next Evaluation contestant: Person’s Name, Person’s Name.
- After the final contestant has presented, request silence until all judges have cast their official votes for best evaluation. Judges, please raise your ballot in the air when you have completed your votes and our Chief Judge and counters will collect the ballots.” The Chief Judge will let you know when all ballots have been collected. If necessary, remind the audience to remain silent until all the ballots are collected.
- After all ballots have been collected, say:
“Let’s give all of the contestants another round of applause!!”
- Announce that the contest will very shortly take a 10-minute break but before the break “let’s meet our evaluation contestants!! I’d like to at this time ask all of our evaluation contestants to come to the front of the room please.”
NOTE: Interviews are only held at this time if no contestant is competing in both contests.
- Start with the first contestant by having him say the name of his club and what city or town that club is in. Ask how long he has been in Toastmasters and ask one question to expand upon. Most Toastmasters will look at the bio sheets to arrive at specific questions for each contestant.

NOTE: Be very careful to limit these responses to 20 seconds or so. You don’t want another speech from this person, just a little more content to add to the event.
- After the first contestant completes the interview, thank him for participating, present him with a Certificate of Participation and ask for one more round of applause for that person. Then move on to the rest of the contestants one at a time in the order that they presented.
- When all contestants have been interviewed, ask for one more round of applause as they are asked to return to their seats.
- If there is a break, ANNOUNCE A 10-MINUTE BREAK AT THIS TIME

The Humorous Contest Begins

Sergeant-at-Arms

- When the timer signals that 10 minutes is up, start gathering people that have gone outside the contest room and ask that they quickly make their way back to their seats.
- Go to the front of the room and re-sound the gavel to get people attention and in a firm voice request people to return to their seats.
- Re-introduce the Toastmaster

Toastmaster

- Here's the trickiest part of the whole contest! You need to provide a smooth transition between people who are still not sitting down and the first contestant. This can take some last minute improvisation!! It's best to have something planned like maybe something funny that happened to you at a contest or as a Toastmasters member. You want to talk about something for about 60-120 seconds so that people stop thinking about the conversation they were just having with their long lost friend from another district and get them ready to listen to the upcoming speeches. This is also a good time to thank everyone for helping to provide an equal platform for the evaluation contestants and that you ask their same level of effort for the speech contestants. You DON'T want 3 or 4 people talking through the first 30 seconds of the first presenter!
- Re-introduce the Chief Judge for another briefing who announces that the Humorous contest may now begin! And, return control to the Toastmaster.
- Announce: "And now the Humorous Speech Contest will begin with our first contestant"
- Say: "Contestant's Name, Speech Title, Speech Title, Contestant's Name"
- Receive the contestant by offering a handshake. Since the timing starts with the first word or gesture to the audience, try to avoid saying anything to the contestant because if they respond with any words, the timer will start.
- When the speaker has finished, ask for one minute of silence while the judges mark their ballots. The Toastmaster should set the example of "silence".
- When the timer signals that 1 minute has passed, move right into introducing the next contestant by saying: "Judges, please prepare for our next contestant."
- Say: "Our next contestant is Contestant's Name, Speech Title, Speech Title, Contestant's Name."
- After the last contestant, demand silence until all judges have completed their ballots and the ballots have been collected by the counters. (There is no time limit for judges to complete tallying ballots). The Chief Judge will let you know when all ballots have been collected. If necessary, remind the audience to remain silent until all the ballots are collected.
- After ballots have all been collected, say: "Let's give all of the speech

contestants another round of applause for their well done speeches!” and then invite all of the contestants to the front of the room for their interviews

- If no interviews were done after the Evaluation contest because a Contestant was participating in both Contests, then ask for both Evaluation and Humorous Contestants to come forward. If Evaluation and Humorous contestants are being interviewed together then interview the contestants in alphabetical order. If the Evaluation contestants have already been interviewed, then start with the first contestant by having him say the name of his club and what city or town that club is in. Ask how long he has been in Toastmasters and ask one question to expand upon. Most Toastmasters will look at the bio sheets to arrive at specific questions for each contestant.

NOTE: Be very careful to limit these responses to 20 seconds or so. You don't want another speech from this person, just a little more content to add to the event.

- After the first contestant completes the interview, thank him for participating, present him with a Certificate of Participation and ask for one more round of applause for that person. Then move on to the rest of the contestants one at a time in the order that they presented.
- When all contestants have been interviewed, ask for one more round of applause as they are asked to return to their seats.
- The presentation of any “thank you's” to key participants like the Chief Judge, Timers, or Contest Chair are done by the Area or Division Governor when they are introduced in the order below.
- Announce any special gifts by the Contest Chair before introducing AG's
- Congratulations! You've made it through the tough parts. Now, there are a couple of formalities that have to happen before you can present the awards. Actually, you need a few minutes taken up anyway while the votes are being counted. This is the time when you need to invite visiting District Officers to make any announcements to the audience. These announcements should be timed and should be no more than 3 minutes. There are usually 2 visiting district officers at every Area contest and 5-8 that will want to speak at the Division contest. A good way to introduce this is:
“While we're waiting for the votes to be tallied, we're going to minimize the suspense a bit by allowing our visiting District Officers to fill the time. Please help me welcome...”

Here is the order of introductions:

Area Governors whose contests have not been held.

Division Governors whose contests have not been held.

Public Relations Officer

Lieutenant Governor; Marketing

Lieutenant Governor; Education and Training

District Governor

The Awards Ceremony and Conclusion

The Toastmaster:

- Fill any extra time if votes are not completed

- Receive results from Chief Judge

- If required, announce “There was a disqualification due to time”.

- Conduct the Awards Ceremony by announcing winners for whom there are trophies and certificates. At the Area, there is a 2nd place certificate and 1st place trophy for each event. At the Division, there is a 3rd place certificate and a 2nd trophy and 1st place trophy for each event. Present awards in that reverse order starting with the Evaluation contest and then the winners of the Speech contest. The contests winner announcements with 5 or more participants: 3rd place winner (if wanted); 2nd place winner; 1st place winner: Contests with 4 or fewer participants; 2nd place winner; 1st place winner.

- Give ending comments and announce the date and location for the next event and encourage attendance

- Return control of the event to the Area or Division Governor to close the contest

Area or Division Governor:

- Congratulates Toastmaster, Contest Chair and Chief Judge for a job well done

- Again, mentions the date and location of the next level contest

- Request those with trophies in there hands to remain for pictures

- Thank audience for attending

- Close the event

Toastmaster:

- Gather bios and eligibility forms of winners

- Complete Notification of Winners form

- Deliver forms to Contest Chair for the next level contest or to your Area or Division Governor or the LGET

Go Home and Relax!!

Appendix A – Sergeant-at-Arms Duties

- Show up an hour before the contest start time in order to welcome guests and be on hand to point people to bathrooms and food areas

- Locate a room away from the contest room where Evaluation contestants will be taken so that they cannot hear or see the other participants

- At the beginning of the contest, welcome the audience and introduce the Area Governor (if at an Area Contest) or the Division Governor (if at Division Contest)

- After the Test Speaker finishes his presentation, the Toastmaster will call on you to escort all of the Evaluation contestants outside the room to the separate enclosed room that you found earlier

- When you get them to the room, announce that they have exactly 5 minutes to prepare any notes that they wish

- After 4 minutes, go back to the contest room, signal that 5 minutes is near, and then return to the contestants

- When 5 minutes is up, ask the contestants to put their names on their notes, then remove notes from all but the first contestant and allow the first contestant to keep his own notes.

- Escorts the first contestant to just inside the door of the contest room.

NOTE: Ask the first contestant to remain next to the Sgt-at-Arms until the Toastmaster announces them. You want that person to receive a formal introduction and then benefit from a welcoming round of applause as he or she approaches the Toastmaster

- After the first contestant speaks, the judges will have 1 minute to mark their ballots. This is your time to go get the next contestant so that when the minute is up, you will have the next contestant standing inside the door already. Don't forget to give the notes back to the next contestant.

Again, make sure the following contestants do not just walk right up to the Toastmaster until the introduction has been made

Appendix B – Timers Duties

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- Provide both timers with a Timer's Forms for each contest

 - The timers should verify they know how to operate the lights.

 - Provide the timers with timing cards as a back-up.

 - Instruct both timers to time each event. Only one operates the lights. This timer needs to make sure each light comes on when it is turned on during the contest. If the lights stop working then the timers should use the timing cards in place of the lights.

 - Instruct both timers to write each contestants name on their forms and the duration of the participants' performance

 - Instruct them to begin their stop watches only after the 1st word is uttered or the first gesture is given to the audience.

 - Instruct them when the lights come on for each event...
For the Evaluation Contest:
 - Green light comes on at 2 minutes and stays on until Yellow Light; then is turned off.
 - Yellow light comes on at 2.5 minutes and stays on until the Red Light; then is turned off.
 - Red light comes on at 3 minutes
 - The red light STAYS ON until the participant has finishedTurn off red light when the participant shakes the Toastmaster's hand and sits down.

For the Speech Contest:
 - Green light comes on at 5 minutes and stays on until Yellow Light; then is turned off.
 - Yellow light comes on at 6 minutes and stays on until the Red Light; then is turned off.
 - Red light comes on at 7 minutes
 - The red light STAYS ON until the participant has finishedTurn off the red light when the participant shakes the Toastmaster's hand and sits down.

 - Instruct Timers to deliver their Forms to the Chief Judge when each event is completed
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Appendix C – Judges Duties

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- Call all judges to the front of the room for briefing

 - Thank each judge for showing up. Explain the importance of this event. Things to include might be that “the contestants have all worked very hard to get to this point and everyone really wants to win. Please be attentive and unbiased.”

 - Present 1 Evaluation Ballot and 1 Humorous Speech ballot to each judge; select one judge to be the Tie Breaker Judge and provide them with the Tie Breaker ballots. The Tie Breaker Judge should not be identified. The Chief Judge should pick up the Tie Breaker Ballot.

 - Ask if there are any judges present that have never judged at this level before.

 - If any raise their hands, take a few moments to review the ballot and make sure they know how the ballot should be completed. Remember, they can use the grading system provided in any way they want or not at all. The only thing you need from them is the actual ballot at the bottom, torn off and signed.

NOTE: If a judge does not sign a ballot, the ballot is void so make sure it is made clear to sign all submitted ballots

 - Ask each judge to review the criteria on the back of the ballot and to read the Judges Ethics.

 - Explain that the Evaluation contest will occur first and then, after the break, the Humorous Speech contest will begin.

 - Explain that the judges should not pay attention to the lights. If someone goes over or under, they will be automatically disqualified.

 - Explain that judges will have 1 minute to mark their ballots after each presentation and then will have as much time as they need of each event to tally their votes and complete their final ballot.

 - When a judge makes a decision, the ballot at the bottom should be completed. This includes: contestant ranking: 1st, 2nd, 3rd (unless Tie Breaker who ranks all contestants), printed name, and signature. Once completed the judge removes the bottom of the ballot and provides to the counters. The remaining portion of the ballot should be disposed away from the contest area.

NOTE: If a judge does not SIGN his or her ballot, the ballot is void.

 - Have the judges hold their ballots in the air and the counters will pick them up, except for the Tie Breaker Judges ballot which is collected by the Chief Judge.
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Appendix D – Evaluation Contestants Briefing

- Congratulate contestants for their achievement of making it to this level of competition and thank them for showing up
- Assure that the judges have been briefed and that it has been made clear to each judge that this is an important contest and that they need to be unbiased in their selection
- Explain that the Evaluation contest will occur first
- Explain that they will be escorted out of the room after the Test Speaker has completed the speech to a room where they will have 5 minutes to prepare their evaluations
- When 5 minutes are up, they should sign their notes which will then be taken away by the Sergeant-at-Arms and will be given back to them when it is their time to present.
- The evaluation contestants are escorted in their order of appearance to the contest room by the SAA. Each contestant must remain just inside the door of the contest room until the Toastmaster introduces them. Contestants should then approach the Toastmasters, shake his hand and then begin the evaluation. Timing starts with the first word or gesture made to the audience.
- Show where the lights are and turn them on so the contestants can see what they look like
- Cover the timing rules for the Evaluation contest:
 - Green light comes on at 2 minutes
 - Yellow light comes on at 2.5 minutes
 - Red light comes on at 3 minutes
 - The red light STAYS ON until the participant has finished
 - You MUST speak no less than 1 minute, 30 seconds but no more than 3 minutes, 30 seconds or you will be disqualified
- Ask if there are any questions
- Draw for speaking order by placing numbers in a hat and having the contestants draw for speaking order.
- Write the names and speaking order on a piece of paper for delivery to the contest Toastmaster

Appendix E – Humorous Speech Contestants Briefing

- Call out among the audience that you would like to have all Humorous Speech Contestants report to the front of the room for briefing
- Congratulate contestants for their achievement of making it to this level of competition and thank them for showing up
- Assure that the judges have been briefed and that it has been made clear to each judge that this is an important contest and that they need to be unbiased in their selection
- Explain that the Speech contest will occur second and after the break
- Explain that they will be introduced only by Name, Speech Title, Speech Title, Name
- Show where the lights are and turn them on so the contestants can see what they look like
- Cover the timing rules for the Speech contest:
 - Green light comes on at 5 minutes
 - Yellow light comes on at 6 minutes
 - Red light comes on at 7 minutes
 - The red light STAYS ON until the participant has finished
 - You MUST speak no less than 4 minutes, 30 seconds but no more than 7 minutes, 30 seconds or you will be disqualified
- Ask if there are any questions
- Draw for speaking order by placing numbers in a hat and having the contestants blindly draw for speaking order.
- Write the names, speech titles and speaking order on a piece of paper for delivery to the contest Toastmaster