

Evaluation and Humorous Speech Planning Timeline and Script for Club Contests

Typically at the club level, the VP of Education is responsible for the club having a contest. Notice that I did not say that the VP of Ed is responsible for “conducting” the contest. There is a difference and if you are the VP of Education, you need to make a decision soon about how involved you will be on contest day. The coordinator can now conduct the club contest as a project in the Competent Leader Manual (Projects 6 &10).

Whether you choose to be the Contest Chairman or the Toastmaster or Chief Judge, this document is for you. I’ll discuss three areas involved with club contests. These include:

- 1) What to do before contest day in preparation for the contest
- 2) What to do during contest day step-by-step
- 3) Exact phrase-by-phrase scripts to use to get you started

A Contest Testimonial

I was recently invited to lead a breakout session at a seminar where there would be 4 other breakout sessions at the same time after the keynoter. At the last minute, those of us who were leading the breakouts were asked to give a 2-minute overview/pitch to the entire audience (300 or so) of what we would be covering in our individual breakouts.

All of a sudden, I was in a Toastmasters contest again, or so it seemed like it anyway. Fortunately, I was the last to present (always a plus!), so I could see what I was up against and improvise my delivery at the last minute. Anyway, my session was PACKED! And, the other sessions only had 5 or so attendees.

Because of my experience with Toastmasters contests, that event became a \$20,000 day in new business for my company rather than a \$2,000 day and is a testimonial for us all as to the importance of how contests help us in the real world.

Not Everybody Feels the Same About Contests

In the June 2001 edition of the Toastmaster magazine, a long-time Toastmaster got his comments printed in the Letters section regarding how he feels about speech contests. Essentially, he said that participating in Toastmasters contests does not make us better speakers and communicators, but that we should stick to focusing on the manuals.

Knowing how much benefit I've received over the years from Toastmasters speech contests alone, I was completely outraged. In only about 3 minutes time, I wrote a rebuttal and submitted it by E-mail to the Editor. They printed my statement as well.

The True Benefits of Conducting a Toastmasters Contest

In the time it took for me to type as fast as I could, I came up with several ways that Toastmasters contests are uniquely beneficial to us as members and as a club. Toastmasters contests:

1. Force us to **give our best** or we'll lose. I know that's not always how it happens but most of the time it's accurate.
2. Demand us to **develop unique speech content** rather than using cliché tactics.
3. **Retain membership** because they give seasoned members something to strive for. It often takes people 3 or 4 attempts to get to the District level of competition.
4. Help **build membership** because visitors want to join the club where the winner is a member.
5. Provide a **unique opportunity** to speak outside the club to different (and larger) audiences as one moves to the higher levels
6. Give us the opportunity to **grow as facilitators** by being the Toastmaster or the Chief Judge

Even More Benefits to Having a Contest

Here are a few others that I didn't include in my 2-minute anger note to the Editor...

1. If you compete in a club contest, you'll immediately **gain accelerated confidence** in your ability as a speaker. Many say competing in a club contest gives you experience to the equivalent of 3 manual speeches.
2. Competing in a speech contest **prepares you for speaking where it counts** in a competitive corporate environment.
3. If you win your club contest and get the opportunity to compete at an Area or Division level, you'll **never give a speech the same** at your club. You'll be that much more skilled.
4. Preparing for a well-done club contest speech is the emotional equivalent of preparing for 3 manual speeches. **Future manual speeches will seem easier** to assemble.
5. The atmosphere during a club contest is different than a regular meeting. Everyone is more nervous than usual, and **everyone puts in a little extra effort** to do the best job they can.
6. **Good resume material** – "1st Place finisher, Division Level, International Speech contest, April 2002" would look pretty good on any resume!
7. If your club supports getting trophies for the contest, those winning members will **have something special** that they'll be proud of and hold onto for years to come.
8. Finally, you enter a Toastmasters contest not because you're good, but to **GET good**.

In Summary

Holding a successful Toastmasters contest is a privilege and valuable learning experience for everyone who attends or competes. 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, hosting, organizing, participating and competing in more than 50 Toastmasters contests over the years.

May this document help you to organize and conduct your club 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

4-6 weeks prior to contest day...

The Contest Chair needs to:

- Contact the Area Governor to find out when the Area contest is scheduled or visit the calendar posted on the d26toastmasters.org web site.
- Select a date (usually the same time and place as your regular meeting time) that your club contest will be held and make the announcement during beginning of a club meeting several weeks before.
- If your club does not usually participate in speech contests, make an educational speech describing why the club should conduct a contest, how the contest process works and who is eligible to compete
- Recruit 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, preferably from another club
Recruit a Backup Test Speaker from your club just in case something comes up
- Prepare a sign-up sheet that has 5 open slots for Humorous Speech contestants and 5 open slots for Evaluation contestants. Do not include Toastmaster, Chief Judge, counters, or judges at this time. We want people to focus on competing rather than signing up for an easy way out.
- Pass the sign-up sheet around at a club meeting so that those interested can sign-up. Even if you have only 10 members in your club, you should always be able to get 5 Evaluation contestants and 3-4 speakers. But, strive for 5!
- If there are still speaking spots left over, take the sheet home with you and personally call members that you feel would really benefit from being in the contest. Sometimes you really have to sell it. Make a personal challenge to them to “take the plunge” and be a contestant. They’ll thank you later!
- Recruit someone to be the Test Speaker for the contest.
- Recruit your Toastmaster and Chief Judge and explain their duties
- Recruit a Backup Toastmaster, Test Speaker and Chief Judge just in case something comes up
- Create and distribute promotion flyers to local libraries, companies near the location and other promotional avenues

At least 2-3 weeks prior to contest day...

The Toastmaster needs to:

- Recruit members to help make the contest happen. These include a Sergeant-at-Arms (sometimes the inducted officer SAA will elect to be a contest participant, so you might have to find a substitute) and 2 timers. Provide responsibilities as shown on Appendix of this document.
- Sometimes 1 or more members are recruited to bring snacks and drinks
- Contact all contestants as a reminder of contest day and make sure they are still available since they signed-up. If one drops out, attempt to fill the spot promptly.
- Purchase trophies for first and second place trophies and participation certificates for each contestant (if your club budget allows). These items are important to make the contest a special event so make every attempt to have some sort of award. Please note: If you choose to have a TI logo on trophies and certificates, you must purchase these items from TI. The trophy plates do not have to be engraved by TI, that can be done by a local trophy shop.
- Instruct all contestants and helpers in this section where to be and when to be there (usually 15-20 minutes before the club contest is to begin)
- 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

The Chief Judge or Contest Chair needs to:

- Recruit members that help select the contest winners. These would include at least 5 judges, 2 ballot counters, 2 timers and a tie-breaker judge. (NOTE: the International Contest requires 3 counters)
- Instruct all volunteers in this section where to be and when to be there (usually 15-20 minutes before the club contest is to begin)
- Attain original judging forms and contestant sheets for distribution at contest night. If your club does not have these forms available they should be ordered from TI. There are "kits" available from TI which contain all the forms necessary for a club contest.
Forms include: (It's also important to have a "Contest Rulebook")
 - 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 per contestant for each contest)
 - Bio sheets (one per contestant)
 - Counter's sheets (two per contest)
 - Notification of Winners form (one per contest)

2 or 3 days before the contest...

The Contest Chair needs to:

- Verify all points and positions with Toastmaster and Chief Judge
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 Toastmaster needs to:

- Contact each Evaluation contestant and make sure they're still planning on being at the contest.
- Contact each Speech contestant and ask for speech titles
- 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. Note: The agenda may also be prepared by the Contest Chair but should be reviewed by the Toastmaster before printing copies.
- Make enough copies of agenda so that unexpected visitors can have one too
- Prepare Certificates of Achievement for contestants
- Gather a dozen or so pens for contestants to use for completing of their eligibility and bio forms

At the contest but before the event begins...

The Chief Judge needs to:

- Arrive at least 30 minutes before contest start time
- Check off volunteers as they arrive
- Brief all judges and timers beginning 15-20 minutes before start time
- Let the Tie Breaker Judge know that the Chief Judge will collect their ballot.
- Brief all Evaluation contest participants beginning 10-15 minutes before start time and have them draw for speaking order
- Brief all Speech contest participants beginning 5-10 minutes before start time and have them draw for speaking order
- Deliver speaking order and speech titles to Toastmaster

The Toastmaster needs to:

- Arrive 30 minutes 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 complete Eligibility and Bio forms
- Point out who the Chief Judge is and when the briefings will begin
- Let the speaker's know if they are going to be interviewed and keep answers brief (20-30 seconds rather than an additional speech).
- Look for District Officers who have shown up for the contest. At this level, the only one to expect is maybe the Area Governor. 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 club President or the Toastmaster for the event. But, if your President is IN the contest, do not allow him or her to get the meeting going. It's not fair to the other contestants.
- Acquire speaking order from the Chief Judge and provide list to the timers
- If you have time, attend the contestants briefing

The Sergeant-at-Arms needs to:

- Arrive 30-45 minutes before contest time
- Have room set-up before briefings begin because the SAA will need to attend
- Locate a room or secure location far enough away from the contest room so that Evaluation contestants will not be able to hear the other participants

The Evaluation Contest Begins!!

The Sergeant-at-Arms...

- Sounds the gavel
- Welcomes everyone
- Introduces club President or Toastmaster for the event

If the President is Introduced...

- Welcome the group, give any introductory remarks and introduce the Toastmaster for the contest. The President must keep club announcements short! Again, no one that is competing should make any announcements.

The Toastmaster...

- Welcome the group
- Provide an upbeat introduction and overview of what the audience will see during this contest
- Introduce 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 Area contest to compete against 4, 5, or 6 other club contestant winners on <area contest date> and then have the opportunity to compete at the Division levels and finally the District. Note that the Evaluation and Humorous Speech contests only go as far as District level.
- 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.
- At this time the Chief Judge will typically announce which contestants will be presenting in which order.
- 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 again, Speaker's Name."

There should be no other introduction of the Test Speaker than name, title, title and 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 one 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!!”

At Area, Division and District contests, it is at this time that interviews of contestants are conducted, followed by a 10-minute break. Often at the club, especially if there are 1-3 contestants, both the interviews and the break are bypassed. If a contestant is competing in both contests, no interviews are done until both contests have been completed. But, if you decide to have both, here is how it would work...

The Toastmaster:

- 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 Speech Contest Begins

Toastmaster

- Here's the trickiest part of the whole contest! You need to provide a smooth transition between contests. People need to stop thinking about Evaluations and get ready to hear some humorous speeches. 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 seconds to get people ready to listen to the 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 TM
- 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. Avoid saying anything to the contestant because if the person responds with any words, the timer will start.
- When the speaker has finished, shake their hand, make no comment other than "Can I have one minute of silence while the judges mark their ballots, please?" 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 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!"

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- Congratulations! You've made it through the tough parts. Now, you'll need about 5 minutes for the vote counters to count the votes. This is the perfect time to bring all of the contestants up to the front for one more round of applause. This is where you give them their Certificates of Participation if you have them and congratulate them one more time on a job well done.

If you conducted interviews with the Evaluation contestants, do the same with the Humorous Speech contestants. If someone is competing in both contests, only interview them once.

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.

Any special gifts that are being presented by the Contest Chair should be done before the Area Governors are introduced.

You might still have some time left over before the votes are brought to you. If you have any district officers in the audience, this is the time to introduce them to say a few words. The District Officers should be called on in "reverse order" (lowest to highest). If the District Officers speak, they should be timed for 3 minutes. It is uncommon, though, for a district officer to visit a club contest; so, plan something in advance that could take up a few minutes. Maybe ask a few non-competing members that have competed in Toastmasters contests before to talk about their best contest memory. Ask a senior member what contests have meant to him or her over the years. Use your resources to fill the five minutes of dead time. You're a Toastmaster after all!!

When the ballots are counted, the Chief Counter or Chief Judge should deliver the results to the Toastmaster.

The Awards Ceremony and Conclusion

The Toastmaster:

- Receive votes from Chief Counter or Chief Judge
- If required, announce "There was a disqualification due to time."
- Conduct the Awards Ceremony by announcing winners for whom there are trophies. Contests 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. Present awards in reverse order starting with the Evaluation contest and then the winners of the Humorous Speech contest.
- Give ending comments and announce the date and location for the Area Contest and encourage the club to support those they've chosen to represent their club by attending the Area contest on <area contest date>.
- Return control of the event to the club President or close the contest yourself.

Toastmaster:

- Gather bios and eligibility forms of winners
- Complete Notification of Winners form
- Deliver forms to Contest Chairperson for the next level contest or to your Area Governor

Go Home and Relax!!

Appendix A – Sergeant-at-Arms Duties

- Show up 45-60 minutes 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 President or Contest Chair. If the President is a contestant, the Contest Chair or Contest Toastmaster should be introduced instead because it's not fair to the other contestants if the President gets to be in front of the room to get warmed-up and comfortable prior to the 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 sign their notes; remove notes from ALL but the first contestant and allow the first contestant to keep his own notes. You will give back the notes to the contestants as you escort them individually to the contest room when it is their turn.

- 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 Form 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 needs to operate the lights. Ask them to make sure the light turns on each time they use them. 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 the 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

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 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
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- Ask each judge to review the criteria on the back of the ballot and to read the Judges Ethics.
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- Explain that the Evaluation contest will occur first and then, after the break (if there is one), 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.
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- 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 accepting the challenge of being a contestant.

- 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, even if they've heard the contestants give evaluations at their club for the past 10 years.

- Explain that the Evaluation contest will occur first

- Explain that contestants will be escorted out of the room as a group 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 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 timing 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 accepting the challenge to compete
- 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, if there is one.
- Explain that they will be introduced only by Name, Speech Title, Speech Title, Name
- After you are introduced, approach the Toastmaster and shake his hand but DON'T say any words or the Timers will start. Just shake the hand and, when you're ready, begin your speech and that's when the Timers will start."
- Instruct the contestant that they are welcome to stand at the front of the room, take a relaxing breath to organize their thoughts and then deliver. Mention that the timers have been instructed to begin the clock when you say your first word or utter your first gesture to the audience.
- Show where the timing 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 draw for speaking order
- Write the names, speech titles, and speaking order on a piece of paper for delivery to the contest Toastmaster