

D26 ONLINE EVALUATION CONTEST SCRIPT 2022

1. Encourage contestants and contest staff to sign-on 30 – 45 minutes before the start of the contest.
2. **Zoom Master:** place contestants into the Contestant Breakout Room. Place judges in the Judges Breakout room.
3. Move audience, contest staff, and contestants to the Main Contest Breakout Room at least 5 minutes before the start of the contests. (Maximum 200).
4. **Red and green font copy are Script instructions.** Black and **Blue font copy are to be read or spoken.**
5. **NOTE:** It is recommended that each Area should provide a separate test speaker.

RIGHT BEFORE THE CONTEST

Technical Coordinator

15 minutes before start: Displays welcome slide that welcomes attendees to the Contest, reminds them to place microphones on mute, and do not use the Chat during the Contest

5 minutes before start: asks everyone to turn on their webcams (so that the Zoom Technical Coordinator can turn them all off.).

Zoom Technical Host:

The Contest will now come to order. *Welcome fellow Toastmasters and honored guests to today's Area [or Division or District, where applicable]* Evaluation and International Speech Contests.

It is time to provide you, the audience, with some guidelines about these online speech contests. These proceedings are designed to ensure that we run a fair contest to give each contestant a level playing field in which to compete.

- *During all the contests taking place today, it's incredibly important that everyone is on mute so the contestants can speak and be heard without distraction. All participants were muted by the Zoom Host..*
- *Also, during the contest, only the speaker's video and the timer's video are allowed by Toastmasters International to be turned on. We have instructed contestants to switch to Gallery View, on the top right of their screen, and to turn off non-participating videos so they only see themselves and the timer. All others may want to consider using Speaker View during the contest, also found at the top right of your screen.*
- *We will remind individuals to turn their video and/or audio off once. Failure to do so may mean that the technical host will turn them off through the remainder of the contest and you will be unable to turn them back on.*

- *The chat feature will be turned off.*
- **No photographs or video recordings are allowed during contestant speeches.**
- Should technology issues occur to the degree that hinders the contest, the **chief judge for this contest can decide** to stop the contest and resume when the issues are resolved.

If only one contestant is impacted, the chief judge will pause the contest until the technology issue is resolved. The contestant will resume his/her speech at the point at which the technology failed and will be allowed 30 seconds extra overtime before being disqualified

Display the Toastmasters disclaimer while you read it

- **Online speech contest statement:** By attending this remote speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

Thank you for your attention. Please help me welcome **Contest Chair or [Area Director(s),]** _____

The contest chair will then introduce the dignitaries that are present:

At this time, please help me acknowledge the Dignitaries in the room: (please use your digital reactions)

Please welcome Distinguished Toastmasters all: District Director, Victoria Cox; Program Quality Director, JP Bachmann; Club Growth Director, Ann Hill and Immediate Past District Director, Jacqueline Smith.] **Recommend saving the rest of the dignitary introductions until after the contest because some may be in the contest or serving as a contest official. Whenever intros take place, use the D26 Official list. [Past District leaders, Current Division Directors/Area Directors. If they are not present, do not introduce.]**

Note: The words **“Distinguished Toastmaster”** should be used instead of “DTM” to refer to any one who has earned the designation.

We are honored to have as our Contest Toastmaster, **[education designation, name]** _____ Please welcome him/her **[lead applause]**

TOASTMASTER: Thank you, Madam/Mister Area Director. It is my pleasure to serve as your Toastmaster for this/these Evaluation Speech Contest(s).

Speech Contests are an important part of the Toastmasters International educational program. They provide

- Variety to the Toastmasters experience.
- An opportunity for speakers to improve their speaking abilities as an encouragement to all members.

The purpose of an Evaluation is to motivate the speaker to continually improve by providing reinforcement for their strengths and gently offering useful advice. At the beginning of this contest, a five (5)- to seven (7)-minute test speech will be presented. **[If using a test speaker for each contest, then change the last sentence to: "At the beginning of each contest, a 5-7 minute test speech will be presented.]**

During the test speech, contestants for each Area will take notes.

Upon completion of the speech, all contestants will be moved to a separate breakout room where they will be monitored by the Sergeant-at-Arms. After five (5) minutes have elapsed, no further preparation is allowed, and all contestants will follow the Virtual protocol explained to them during their contestant briefing. The first contestant will then return to the contest room when signaled to do so by the Technical Host.

Because this is a Zoom platform, **introductions** will be slightly different than in-person contests. **The Zoom Master will unmute the contestant or ask to unmute during the 1 minute of silence.**

Then,
As Toastmaster, I will say, **"Will our next contestant enable your microphone and camera and pin the timer? When you have done so, please say READY."** I will then announce the contestant's name and then repeat the contestant's name. Timing will begin with the first word of the contestant's speech.

We will observe one minute of silence after each contestant has spoken while the judges mark their ballots. **After the last contestant speaks for each contest, we'll remain silent until all the ballots have been collected.**

We will then move on to the next Area contest with the Test Speaker for each Area until all Area Evaluation contests have finished.

Finally, after all the contestants in the last Area contest have spoken and the judges' ballots have been collected, I will interview all of the contestants so that you can learn something more about them.

Today we have

_____ <insert total # of Area contests> Evaluation Area contests. The winners of each Area contest will move on to the Division contest that will be held virtually on _____ <insert date for division contest>

The contestants have been briefed.

By random drawing, the contestants For Area _____ will speak in the following order:

Contestant #
Contestant 1:
Contestant 2:
Contestant 3:
Contestant 4:

Madame/Mister Chief Judge: have the judges, counters, and timers been briefed? <Wait for an affirmative response.>

Will our 1st test speaker enable your microphone and camera and pin the timer? When you have done so, please say READY.”

Introduction of Test Speaker:

Test Speaker's Name _____

Speech Title _____

Repeat Speech Title _____

Repeat Test Speaker's Name _____

When the Test Speaker finishes, her speech:

Thank you_____.

At this time, Zoom Master: please move the Sergeant at Arms, the timer and the contestants to the breakout room. Thank you.

Zoom Master, let the Toastmaster know when they've all been moved.

Toastmaster, You will now interview the Test Speaker using questions from the bio. In addition, these questions can be asked What is the name of your club and what area does the club belong to? How long have you been in Toastmasters?

I now invite our Test Speaker _____ to return to the Virtual Stage.

(Lead the applause – Present the Test Speaker with the virtual certificate of Appreciation or say: The contest Chair will email you your Certificate of Appreciation. Then conduct the interview.)

Timer, please advise when five (5) minutes have elapsed

When 5 minutes are up, thank the test speaker. Ask the person to turn their video and go on mute.

Zoom Master, please move the first contestant and timer back to the contest room.

Will our contestant #1 for Area _____ enable your microphone and camera and pin the timer? When you have done so, please say READY.” Begin Introduction Just say his/her name twice]

Contestant No 1

Name....., Name.....

**After each contestant speaks, say:
We will now observe one minute of silence.
Timer, please give me a signal when a minute has elapsed. [After the minute signal, introduce the next contestant.]**

Contestant No 2:

Name....., Name.....

One minute of silence please. **Timer to indicate with a red virtual background**

Contestant No 3:

Name....., Name.....

One minute of silence please. **Timer to indicate with a red virtual background**

Contestant No 4:

Name....., Name.....

Ladies and Gentlemen, please remain silent until the Chief Judge and Ballot Counters have collected all the ballots.

AREA CONTEST #2:

Begin the second Area Contest after the Chief Judge indicates that all of the ballots have been collected.

By random drawing, the contestants for Area _____ will speak in the following order:

Contestant #
Contestant 1:
Contestant 2:
Contestant 3:
Contestant 4:

Will our 2nd test speaker enable your microphone and camera and pin the timer? When you have done so, please say READY.”

Introduction of Test Speaker #2:

Test Speaker's Name _____
Speech Title _____
Repeat Speech Title _____
Repeat Test Speaker's Name _____

When the Test Speaker finishes, her speech:

Thank you _____.

Zoom Master: please move the Sergeant at Arms, a timer, and the contestants to the breakout room. Thank you.

Zoom Master, let the Toastmaster know when they've all been moved.

Toastmaster, You will now interview the Test Speaker using questions from the bio. In addition, these questions may be posed What is the name of your club and what area does the club belong to? How long have you been in Toastmasters?

I now invite our Test Speaker _____ to return to the Virtual Stage.

(Lead the applause – Present the Test Speaker with the virtual certificate of Appreciation or say: The contest Chair will email you your Certificate of Appreciation. Then conduct the interview.)

Timer, please advise when five (5) minutes have elapsed

When 5 minutes are up, thank the test speaker. Ask the person to turn their video and go on mute.

Zoom Master: please move the first contestant and timer back to the contest room.

Will our contestant #1 for Area _____ enable your microphone and camera and pin the timer? When you have done so, please say READY.” Just say his/her name twice]

Contestant No 1:

Name....., Name.....

After each contestant speaks, say:
We will now observe one minute of silence.
Timer, please give me a signal when a minute has elapsed. **[After the minute signal, introduce the next contestant.]**

Contestant No 2:

Name....., Name.....

One minute of silence please. **Timer to indicate with a red virtual background or red card.**

Contestant No 3:

Name....., Name.....

One minute of silence please. **Timer to indicate with a red virtual background**

Contestant No 4:

Name....., Name.....

One minute of silence please. **Timer to indicate with a red virtual background**

Ladies and Gentlemen, please remain silent until the Chief Judge and Ballot Counters have collected all the ballots.

If there is a 3rd Area contest, repeat as above. Otherwise, When the Chief Judge and Ballot Counters have left the room, then you may begin the Contestant Interviews.

“This concludes the Evaluation Speech Contest.”

Contestants, I will now interview each of you in the order that you spoke.

“As recognition of your contest participation, the Contest chair will send each of a Speech Contest Certificate of Participation

Contestant Interviews

Let us find out more about our Contestants.

Which Club / Area / Division do you represent?

Refer to Speech Contestant Profile sheet for questions to ask

Limit time to 2 minutes per contestant

Interview contestants and thank them for taking part. Please keep the contestant interviews short and to the point.

(If you become aware that the judges are dealing with a protest, you will have to interview for a longer period,

Some additional questions to ask: What prompted you to enter the speech contest? What advice do you have for someone who is thinking of entering a contest? Is there anyone you wish to recognize or thank?)

***After THE INTERVIEW OF THE FINAL
CONTESTANT, SAY:***

***AUDIENCE: Please unmute and give our contestants a rousing
round of applause***

Conclude as Toastmaster with these or similar sentiments:

**Thank you Contest Chair and Area Directors. It has been a pleasure serving as
Toastmaster for the Evaluation Speech Contest.**

**After a 5-[or 10- minute break] we will begin our
International Speech Contest.**

“WE are in recess.”