



# AREA EVALUATION SPEECH CONTEST

## SCRIPT FOR TOASTMASTER & FLOW SCRIPT for SAA, Area Directors & Zoom Master/Technical Host

**Please Note:** red or green font = instructions; black or blue font is spoken

This script is for both the Contest Toastmaster and serves as the Flow Script for the Contest.

1. Encourage online contestants and contest staff to sign on early. Contestants - 30 minutes and 15 minutes for contest officials before the start of the contest.
2. **Zoom Master:** place contestants into the Contestant Breakout Room. Place judges in the Judges' Breakout room.
3. In-Person contestants and judges are encouraged to have a separate on-site room with a computer in each where they can communicate with the online respective teams [i.e., one room for contestants and one room for judges.]
4. When the Online Audience arrives, move them immediately from the "Lobby" to the Main Contest Breakout Room.
5. Then, 5 minutes before the contest starts, move the online contest staff and contestants to the Main Contest Breakout Room. (Maximum two hundred).
6. **NOTE:** Each Area will use the same Test Speaker.
7. **Contest Toastmaster: Pay Attention! • Stick to the script • Pay attention to the Timer • Double- check contestant is in the online room before introducing.**
8. **As each online and onsite contestant finishes, return to the stage, then announce the one minute of silence or unlimited silence.**

---

**SAA – Call Contest to Order. Then read the following information as Technical host shows data on slides.**

Good afternoon, fellow Toastmasters, and honored guests. Welcome to our Area Evaluation and International Speech Contests.

**Technical Host/Zoom Master - Show slides while SAA presents the following information:**

It is time to provide you, the audience, with some guidelines about today's 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. **Note: if there are no online contestants, do not read #'s 8, 9, and 10.**

1. *During all the contests taking place today, it is important that everyone online is on mute so the contestants can speak and be heard without distraction. All online participants were muted by default as you entered. Please verify that your line is muted.*
2. *You may have your video on, but we kindly ask that you remain attentive to the speaker and refrain from any unnecessary movement that might distract them. Audience members Online may want to consider using Speaker View during the contest, found at the top right of your screen.*
3. *For our on line audience, the chat feature will be turned off.*
4. *For our on-site attendees, Restrooms are located [point out how to get there]. During speeches, the audience members are asked to remain seated until the contestant finishes speaking. You may leave during the 1 minute of silence.*
5. *On return, if a contestant is speaking, the Sergeant-at-Arms will wait until the speaker finishes to let you back in.*
6. *No photographs or video recordings are allowed during contestant speeches – Online and on-site.*
7. *Please take a moment now to turn off or silence phones and any other devices that may make noise during the contest.*
8. 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 fixed.  
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.

Please welcome our Area Directors [ If there is more than one Area participating, introduce each Area Director with their education designation and Area serving in] [example: Area U3 Director, distinguished Toastmaster, Karen McGrath]

**The Designated Area Director will read the online speech contest statement:**

**Zoom Master, please display the slide(s) with the following statement for both the online and onsite audiences to see.**

- **Online & Hybrid speech contest statement:** By attending this hybrid and 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 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.

**The next Designated Area Director will** Recognize dignitaries that may be present [use list prepared for this contest of those in attendance.] *Before we begin, I want to recognize the dignitaries who have joined us today.*

You will introduce the past dignitaries, followed by the current term District Director, Program Quality Director, and Club Growth Director. However, if any of the past dignitaries are participating in either contest as contestants or contest staff, Do **not acknowledge them. The Contest chair will introduce them at the end of the International Speech Contest**

Next, to begin the contest, the designated Area Director will introduce the Contest Toastmaster:

**We are honored to have as our Contest Toastmaster,**  
[education designation, name]\_\_\_\_\_

Note if the education designation is DTM, please say Distinguished Toastmaster.

**Contest Toastmaster state:** It is my pleasure to serve as your Toastmaster. Speech Contests are an important part of the Toastmasters Educational Program. They provide.

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

**State:** “We have two contests today: The Evaluation Contest, followed by the International Speech Contest. There are two [ or three] areas competing today: \_\_\_\_\_. The first area will compete. After the judges’ ballots are collected, then the second area will compete. Ballots will not be counted until the final evaluation contest ends. The first-place winners of each Area contest will advance to the upcoming Division contest on \_\_\_\_\_.

“The Evaluation Contest will start with a 5–7-minute speech that is referred to as a ‘test speech.’ At the conclusion of the test speech, all contestants from all areas will be escorted by the Sergeant-at-Arms out of the room and given 5 minutes to prepare their evaluation speech using their notes sheet.

“When the five minutes are up, no further preparation will be allowed, and all papers will be collected by the Sergeant-at-Arms. Contestants will then be escorted into the onsite or online virtual stage one at a time to deliver their evaluation speech per Area. Their notes will be returned to them as each is called on to present.

“There will be 1 minute of silence between each evaluation contestant, during which time judges will mark their ballots. After all contestants have spoken, the judges will be given as much time as necessary to complete their ballots.”

**State:**

- a. A reminder to the audience: "Please place all cell phones or other devices that make audible noises either off or on silent.
- c. Once the contest has begun, you are asked to refrain from leaving and/or re-entering the onsite room. If you must leave, please do so during the times of silence between contestant evaluations. The Sergeant-at-Arms will not allow anyone to enter the room during a contestant's evaluation.

**Today, we have both online and onsite contestants. All contestants will be given an opportunity to do a microphone check before we begin introductions.**

1. For online contestants, I will begin introductions by saying will our next contestant enable your microphone and camera and pin the timer? When you have done so, please say READY." I will then begin the formal introduction.
2. For onsite contestants, I will announce each contestant's name and invite each to the stage. As the contestant walks to the stage, please join me in applauding them until they reach the stage. Once on stage, I will introduce the contestant by giving the contestant's name twice. I will shake the contestant's hand and leave the stage.
3. When each contestant finishes speaking, please applaud as they leave the virtual or onsite stage.

**State:** "The first Area competing today will be \_\_\_\_\_ The speaking order was determined by random drawing. Here is the order:

**Zoom Master – Display Speaking Order Slide for first Area**

Area #1: \_\_\_\_\_

Contestant No.1 \_\_\_\_\_

Contestant No.2 \_\_\_\_\_

Contestant No.3 \_\_\_\_\_

Contestant No.4 \_\_\_\_\_

The contestants have been briefed and are ready to compete. Madame Chief Judge, has the judging team been briefed? *[The chief judge will say, "Yes, Mr./Madame Toastmaster. Let the contest begin."]*

**Introduction of Test Speaker**

Test Speaker: \_\_\_\_\_

Speech Title: \_\_\_\_\_

Repeat the Title and Name \_\_\_\_\_

**Shake hands with the Test Speaker, be seated and listen to the speech.**

*When the Test Speaker finishes*, **State:** “We will now give our contestants five minutes to finish writing their notes. Will the Sergeant-at-Arms please escort the contestants (from all Areas) out of the room?”

**State:** “Thank you, Sergeant At Arms. Timers, please begin the 5-minute timer now. While the evaluation contestants write their evaluation speech, we will get to know our Test Speaker; please help me welcome \_\_\_\_\_ back to the lectern.”

**Lead applause as the Test Speaker returns to the stage. Ask each question below. Wait for a reply before asking the next question.**

“How long have you been in Toastmasters?” \_\_\_\_\_  
(answer) \_\_\_\_\_

“What club are you representing?” \_\_\_\_\_ (answer) \_\_\_\_\_

“What is your Toastmasters education level?” \_\_\_\_\_ (answer) \_\_\_\_\_

**Now ask something about their speech that piqued your curiosity, or something about their background.**

**When the Timer says the 5 minutes are up, thank the Test Speaker and present a certificate of participation.**

**State:** “Sergeant at Arms, please escort our first contestant into the room.”

Contestant No. 1 \_\_\_\_\_ (contestant’s name)

Contestant No. 2 \_\_\_\_\_

Contestant No. 3 \_\_\_\_\_

Contestant No. 4 \_\_\_\_\_

**Contestant #1 Please join me on the stage. {Say the contestant's name and Initiate applause}.** When he/she steps onto the stage, then please say the contestant's name twice and extend your hand for handshake. Note that onsite contestant can say thank you, Toastmaster. Timing will not begin until after you leave the stage.

Or, if the contestant is online, use the other introduction [will our next contestant enable your microphone and camera and pin the timer? When you have done so, please say READY." I will then begin the formal introduction.]

**Follow the same protocol for all contestant introductions whether onsite or online for the first Area Contest.**

[After each speech], State - Timers, please give me a signal when a minute has elapsed. [After the minute signal, introduce the next contestant.]

**When the last contestant for the first Area finishes his/her speech, say to the audience:**

A reminder, audience, please remain silent until all the ballots have been collected.

[After the Chief Judge signals you that all ballots are collected] acknowledge & say, Thank you, Madame Chief Judge.

We will now move on to the 2<sup>nd</sup> Area Evaluation Contest.

"The 2nd Area competing today will be \_\_\_\_\_ The speaking order was determined by random drawing. Here is the order:

**Zoom Master – Display Speaking Order Slide for 2nd Area.**

Area #2: \_\_\_\_\_

Contestant No.1 \_\_\_\_\_

Contestant No.2 \_\_\_\_\_

Contestant No.3 \_\_\_\_\_

Contestant No.4 \_\_\_\_\_

**State:** "Sergeant at Arms, please escort our first contestant into the room."

**For the 2<sup>nd</sup> Area, Follow the same introduction protocol for all contestant introductions whether onsite or online.**

**When the last contestant for the 2<sup>nd</sup> Area finishes his/her speech, say to the audience:**

A reminder, audience, please remain silent until all the ballots have been collected.

**[After the Chief Judge signals you that all ballots are collected] acknowledge & say,** Thank you, Madame Chief Judge.

**If there is a 3<sup>rd</sup> Area competing, state** We will now move on to the 3rd Area Evaluation Contest.

"The 3rd Area competing today will be \_\_\_\_\_ The speaking order was determined by random drawing. Here is the order:

**Zoom Master – Display Speaking Order Slide for 3rd Area.**

Area #3: \_\_\_\_\_

Contestant No.1 \_\_\_\_\_

Contestant No.2 \_\_\_\_\_

Contestant No.3 \_\_\_\_\_

Contestant No.4 \_\_\_\_\_

**State:** "Sergeant at Arms, please escort our first contestant into the room."

**For the 3rd Area, Follow the same introduction protocol for all contestants whether onsite or online.**

**When the last contestant for the final Area finishes his/her speech, say to the audience:**

A reminder, audience, please remain silent until all the ballots have been collected.

**[After the Chief Judge signals you that all ballots are collected] acknowledge & say, Thank you Madame Chief Judge.**

Now it is time to learn a little bit about each speaker.

Contestants, please join me at the lectern, lining up in the same order in which you competed. (#1-Closest to lectern)

Online Contestants, please turn on your cameras.

**State:**

All contestants will receive a Certificate of Participation.

**[Interview questions may be drawn from the contestant profile, the person's speech, or using from the list given below. Endeavor to ask each contestant the same number of questions. Always end with the last question listed below.] Of course, if notified that there is a protest, then please interview longer.**

***Possible Questions:***

Why did you join Toastmasters?

What prompted you to enter the speech contest?

What, if anything, has changed in your life because of your Toastmasters experience?

What would you like to do with your enhanced speaking skills?

**(Last) - Is there anyone you wish to recognize, thank, or acknowledge in the audience?**



Interview Contestants in the order spoken for each Area.

After interviewing the final contestant:

Let's give one more round of applause to our Evaluation Contestants.

**State:** We will now take a 15-minute break. After we return, the International Speech Contest will begin.

**We are in recess.**

**Note:** If you are the International Toastmaster, use the script for that contest.