

# *Evaluation Speech Contest*

## *Toastmaster's Guide*

1. The purpose of this guide is to provide you with the information you need to do the best possible job in acting as the Toastmaster of the Evaluation Speech Contest. It is your duty to familiarize yourself with the contest rules so that you may perform in an effective manner.
2. You should arrive at the contest before the event, so that you can familiarize yourself with the room and conduct the contestant briefing. The Contest Chair will be in contact with you and will let you know the contestant briefing time.
3. It is the Toastmaster's responsibility to brief each contestant regarding speech contest rules, the approved speaking area and conduct a drawing for speaking order. As Toastmaster, you must ensure:
  - A. That you know the speaking order as selected by the contest draw. If a contestant is not present see the B section below.
  - B. That all contestants are present. If a primary contestant is absent from the briefing, the alternate speaker, if present, may attend the briefing in place of the primary contestant. If the primary contestant is not represented and the draw is made they receive the remaining number. To further clarify, if there are three contestants, three numbers should be made available to pick from and the missing contestant receives the number that is remaining. For example, if the number two was left over and the contestant arrives before the Evaluation Toastmaster is introduced they will speak in the number two slot.
  - C. That the model speaker is present.
  - D. That you know the rules governing alternate speakers. See the contest rules.
  - E. That all contestants know the speaking boundaries as designated by the Chief Judge.
  - F. That all contestants have had a chance to inspect the designated speaking area, view the timing lights and if provided, try the microphone.
  - G. That you have checked with each contestant on the correct pronunciation of his/her name.
  - H. That the Contest Chair has provided you with Participation Certificates.
  - I. That all contestants have completed a Biographical Data Form and a Speech Originality Form, provided by the Contest Chair or Chief Judge.
4. The Area Governor at the beginning of the event will introduce you. Please send an introduction to the Contest Chair and the Area Governor.

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5. In your introductory remarks, you should state:

- A. A welcoming remark relating to theme of the contest.
- B. **At the Area Contest** the toastmaster says, "First, a bit of background information for the benefit of our guests and new members. This evening's winner will progress to the Division \_\_\_\_ contest, which will take place on \_\_\_\_\_. The winner of that contest will then continue on to represent Division \_\_\_\_ at the District ONE contest which will take place during the \_\_\_\_\_ Conference, \_\_\_\_\_. This evening's 2nd Place winner will be the alternate and will represent the Area if the 1st Place winner cannot attend." **At the Division Contest** the toastmaster says, ""First, a bit of background information for the benefit of our guests and new members. This evening's winner will progress to the District One contest, which will take place during the \_\_\_\_\_ Conference, on \_\_\_\_\_. This evening's 2nd Place winner will be the alternate and will represent the Division if the 1st Place winner cannot attend."
- C. Give the purpose of the Evaluation Speech Contest,
  - 1) To provide an opportunity for speakers to improve their speaking abilities.
  - 2) To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.
  - 3) To provide participants with the opportunity to create an original, highly improbable, Evaluation tale.
- D. That you will read the name of the model speaker, the title of the speech, the title of the speech and the name of the model speaker.
- E. That you will read the name of the contestant and then again the name of the contestant.
- F. Give the speaking order.

1 You should be aware of any timing restrictions set by the Contest Chair on you introductory remarks. The contest must remain within the time limits. The Contest Chair will provide you with a timed agenda.

2 Introduce the Chief Judge.

3 Introduce the model speaker, as referenced above in 5.D. After the speech, ask the Sergeant-At-Arms to lead the contestants from the room. During the five (5) minute period interview the model speaker. Include in your questions how long

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they have been a Toastmasters and their home club. To fill the time ask questions from the Biographical Data Form that was collected before the contest.

9. During the interview is the contestants are in the room preparing their notes. Once the five (5) minutes period has concluded the Sergeant-At-Arms collects the contestant's notes. The Sergeant-At-Arms then brings in the first contestant and hands them their notes before they are introduced. As each contestant is lead into the room they are handed their notes before they are introduced.
10. Introduce the first contestant, as referenced above in 5.E. All contestants must be introduced as reference above, do not deviate from this format. You should do this in a clear, unemotional voice audible to the entire audience. As Toastmaster, you are not allowed to make any comments during the introductions or between speakers.
11. After you have introduced the speaker, sit down until the contestant is finished. Then return to the lectern. Do not make any comments about the contestant or the contestant's speech. Begin the applause for the contestant.
12. Announce and maintain one (1) minute of silence for the judges to mark their ballots. The timer will indicate the end of the one (1) minute period.
13. Repeat steps 10 through 12 for each remaining contestant with one (1) minute of silence between each contestant.
14. After the last contestant has participated, ask for silence until the judges have completed marking their ballots. The Chief Judge will announce when all the ballots have been collected. Once the judges have left the room, proceed to the next step.
15. Recall the contestants to the lectern one at a time in the order they spoke and briefly interview each one. If this is the first of two contests and a contestant is participating in both, DO NOT interview the contestant at this time. When interviewing each contestant ask them:
  - A. The name and number of the club they are representing
  - B. How long they have been in toastmasters
  - C. One question from their Biographical Data Form.
  - D. Is there anyone in the audience you would like to acknowledge?
  - E. Present each contestant with a Participation Certificate.
14. Return control of the meeting to the Area Governor.