

Evaluation Speech Contest

Contestant's Guide

The purpose of this guide is to provide you with the information you need to compete in the Evaluation Speech Contest.

Eligibility – from Toastmasters International Speech Contest Rulebook 2010

- A. All Toastmasters who are members in good standing of the club in which they are competing are eligible to compete. The club also must be in good standing. New, dual, or reinstated members must have dues and membership application current with Toastmasters International.

A member must maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.

- B. The following are ineligible to compete in this contest: incumbent international officers and directors; region advisors or region advisor applicants; district officers (governor, any lieutenant governor, secretary, treasurer, public relations officer, division governor, or area governor) whose terms expire June 30; international officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the area, division, and/or district event at which the contest will be held. An individual is not permitted to be a judge at any level for a contest in which they are still competing.
- C. Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which membership in good standing is held. However, should they win more than one club Evaluation Contest, they can represent only one of the clubs at the area level. No contestant can compete in more than one area Evaluation Contest, even if the two areas are in different divisions.
- D. A contestant must be a member in good standing of the club, area, or division being represented when competing in a speech contest at the next level.
- E. Each contestant must complete the Speaker's Certification of Eligibility and Originality (form 1183) and submit it to the chief judge prior to the contest.
- F. Each contestant must be present to compete. Participation by audio and video tape and teleconference is not permitted.

Before the Speech Contest

- 1. Complete the Biographical Data Form before you arrive at the contest and give it to the Toastmaster before or upon your arrival to the contest meeting place.

Day of the Speech Contest

- 2. Arrive early for your Contestant Briefing.
- 3. The Toastmaster and Chief Judge will conduct the briefing where the following will occur:
 - A. Speakers will draw for speaking order. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant. If the primary contestant is not present when the person conducting the contest is introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant: 1) reports to the contest chairman upon his/her arrival, and 2) has all required paperwork in good order before the person conducting the contest is introduced to begin the contest. The primary contestant waives the opportunity of a briefing.
 - B. You will be given the opportunity to check the speaking area, be shown the timing light position and try the microphone (if used).
 - C. You may speak from anywhere within the proscribed speaking area as defined by the Chief Judge. If you go outside this area, the judges may take off points.

Timing

- 4. Evaluations shall be from 2-3 minutes. If you speak for less than one minute and thirty seconds (1-1/2 minutes) or for longer than three minutes and thirty seconds (3-1/2 minutes) you will be disqualified.
- 5. Timing will commence with the first sound or your first attempt to communicate with the audience, even if it not part of your presentation.

6. Timing will end only when you have indicated to the Toastmaster that you have completed your presentation, such as saying "Mr. Toastmaster." If you do not give such indication, timing may not stop until you have returned to your seat.
7. It is your responsibility to ensure that you give clear indication to the Time Keepers that you have completed your presentation.
8. The timing lights will be operated as follows:
 - A. Green light at two (2) minutes
 - B. Yellow light at two and one half (2-1/2) minutes
 - C. Red light at three (3) minutes
9. The green signal will be displayed at two minutes and remain displayed for 30 seconds. The amber signal will be displayed at two minutes and thirty seconds and remain displayed for 30 seconds. The red signal will be displayed at three minutes and remain displayed until the evaluation is concluded. No audible device, such as a buzzer, shall be used for the overtime period.

Procedures

10. At the beginning of this contest a five- to seven-minute test speech will be presented. The test speech shall be either a contest-type speech, or taken from one of the assignments in the *Competent Communication* manual. Contestants are permitted to make preparatory notes during the test speech using materials of their choice. It is recommended that at all levels of the contest, the Toastmaster giving the test speech is not a member of the same club as any one of the contestants. The test speaker shall be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name. Neither the manual project nor any objectives that the speaker may have shall be made known to the contestants, judges, or audience.
11. At the conclusion of the test speech, all contestants shall leave the room. They then have five minutes to prepare their evaluation using materials of their choice. Timing and preparation supervision shall be under the control of the contest sergeant at arms. Where this is not practical, contestants will complete their five minute preparation in the same room under the control of the contest sergeant at arms.
12. After five minutes has elapsed no further preparation shall be allowed and with the exception of the first contestant, who shall be called back as first evaluator (where preparation is done in the same room, with the exception of the first contestant, the others shall leave the room), all others shall hand all written material to the contest sergeant at arms. Preparation material shall be handed back to contestants as they are introduced to present their evaluation.
13. After all of the contestants have given their evaluations, the judges will mark their ballots and the ballot counters will collect them. Once this is complete, the Toastmasters will invite all of the contestants to return to the speaking area for a short interview. If you are competing in both contests, you will be interviewed after the second contest. The questions asked by the Toastmaster will be selected from the Biographical Data Form you provided before the contest. You will be presented with a Certificate of Participation at the conclusion of your interview.
14. Announcing of winners
Announcement of contest winners is final, unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

In contests with five or more participants, a third-place winner (if wanted), a second-place winner, and a first-place winner will be announced. In contests with four or fewer participants, a second-place and first-place winner will be announced.

Please ensure you are familiar with Toastmasters International Speech Contest Rules which can be found on our District website: <http://www.tmdistrictone.org/contestfiles.asp>

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Revised by: Giovanna Dottore, DTM, Lt. Gov Education & Training Feb 2010