**CONTEST CHAIR SCRIPT – EVALUATION CONTEST**

Thank you, Chief Sergeant-at-Arms TM, \_\_\_\_\_\_\_

Greetings Fellow Toastmasters and Distinguished Guests. Welcome to **Club [Name]/Area/Division/District** Evaluation Contest.

I acknowledge the presence of District Officers. Thank you for joining us today.

*[ACKNOWLEDGE PRESENCE of District Officers in their Hierarchy District Director, PQD, CGD, DPRM, DFM, DAM, Parliamentarian, Divisions Directors and Area Directors present. If the list of Area Directors is long, just acknowledge as “Area Directors”]*

The purpose of Evaluation Contest is to provide an opportunity for speakers to improve their speaking abilities; create an original Evaluation and for the audience to observe and learn more about giving constructive, valuable, and helpful evaluations.

We have [Number to be mentioned] contestants and I confirm all Contestants are eligible, have been briefed about the rules, speech timings, speaking area and the display of the timing signals. The Chief Judge has confirmed that the Contest Officials have been briefed.

* At the beginning of the contest, a 5 to 7 minutes test speech will be presented. Contestants can make notes during the test speech using the blank Evaluation Contestant note sheet provided to them.
  + At the conclusion of the test speech, the contestants will be escorted to the holding area along with Timer2 where they will get 5 minutes to prepare their evaluation, using the note sheets. After 5 minutes have elapsed, all contestants will hand over their notes to the SAA and the first contestant will be escorted back to the contest room by the SAA.
* The other contestants will be called in their speaking order and will be handed their notes by SAA when their turn for speaking has arrived.
* Contestants are requested to submit their electronic devices (e.g., mobile phones) to Chief SAA TM\_\_\_\_\_\_. These can be collected from Chief SAA after the contest concludes.
* Other than the contestants, no one will be allowed in or out of the room once the contest has begun and until the last contestant has spoken.
* Each Contestant will evaluate the test speech within a time limit of 2 to 3 minutes. There will be a grace period of 30 seconds. Speakers speaking for less than 1 minute 30 seconds or more than 3 minutes 30 seconds will be

disqualified.

* The timing will begin with the Contestant’s first definite verbal or non-verbal communication with the audience.
* The green card will be displayed at two minutes and will remain displayed for 30 seconds.
* The Yellow Card will be displayed at two minutes 30 seconds and will remain displayed for 30 seconds.
* The Red Card will be displayed at three minutes and will remain displayed until the evaluation has concluded.
* No signal will be given for the overtime period.
* In case of a fault in the timing device, an additional 30 seconds will be allowed for the speaker.
* After each Contestant has spoken, a minute of silence shall be observed for the judges to mark their ballots.
* After the last Contestant has spoken, we shall observe 3 minutes of silence for the judges to finalize their ballots and hand them over to the ballot counters.
* Announcement of the 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.
* The speaking order was determined by random selection during the briefing which was shared with the Contest Officials. Speaking Order is as follows

1. \_\_\_ Name \_\_\_\_\_\_repeat name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_ Name \_\_\_\_\_\_ repeat name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_ Name \_\_\_\_\_\_ repeat name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_ Name \_\_\_\_\_\_ repeat name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Sergeant at Arms, please prepare each successive contestant during the one minute of silence.
* As mentioned by the Sergeant-At-Arms, may I remind the audience to put your noise making devices on silent or airplane mode and also refrain from any movement, cross talks that may distract the speaker while delivering the speech. May I request SAA TM \_\_\_\_\_\_\_\_ to secure the door throughout the contest and ensure no one is moving in or out of the contest room once the contest begins.
* All the contestants will remain under the supervision of the Sergeant-at- Arms in the holding area.
* Each contestant will be introduced twice by their name.
* May I request all contestants to confirm and display the sheet on which you will make your notes. [*Pause till all have displayed their sheet]*

[Ask to SAA] TM\_\_\_\_\_\_, have all the contestants deposited their electronic devices to you?

*Wait for response*

Chief Judge, TM \_\_\_\_\_\_\_ please confirm all Contest Officials are in the room and we may start the contest.

*[Wait for CJ’s response]*

Thank you, Chief Judge.

Let us start the Evaluation Contest *[applause]*

Please help me welcome the Test Speaker, [name of the Test Speaker]

Kindly confirm if you can see the timer cards and the transitions.

*[Timer should flip cards one after the other]*

To check your microphone - please repeat after me

**I am excited to be a part of this contest**. [if audio is good, proceed with the contest, if not arrange the microphone and then re-test]

TM \*\*\*\*\*\* [Name of the Test Speaker, speech title, Speech Title, Name of Test Speaker] Upon being introduced, the contestant must proceed immediately to the speaking position.

*[Test Speech]*

*After Speech is concluded – Test Speakers hands over to Contest Chair*

Timer, please report the time taken by the Test Speaker.

Thank you, Timer.

*Contest Chair to announce the timing taken by Test Speaker*

- The Test Speaker spoke for MM:SS

- We will now observe 5 minutes of silence for the contestants to complete their evaluation notes. Timer 1 TM\_\_\_\_\_\_\_, please start the timer now and indicate when 5 minutes are over.

SAA, TM\_\_\_\_\_\_\_ may I now request you to escort the contestants to the holding area to complete their evaluations.

*[Wait for contestants to leave the room]*

*[Once the contestants have left the contest room]*

I would now like to invite our Test Speaker to be recognized. *[Ask a few questions to the Test Speaker and hand over the certificate of appreciation].*

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*[When 5 mins are over] [Contest Chair to keep an eye on the timer – timer will not announce the same but display a red card]*

Let us now begin the contest.

*[Ask Chief SAA]* SAA, please escort the first contestant back into the room.

**Let’s welcome Contestant No.1 TM \_\_\_\_\_\_\_\_\_\_\_**

To check your microphone – please repeat after me

**I am excited to be a part of this Contest**. *(Coordinate with Chief Judge to confirm if the contestant is clearly audible)*

Kindly confirm if you can see Timer 1 and view the transitions of the timing cards

Contestant no.1, Name TM-------------------------- Name TM------------------------------

**We shall now observe a minute’s silence to enable the judges to mark their ballots.**

During this wait, the SAA should send the speaker to the main room.

[Don’t wait for the timer to announce the end of one minute; please invite the next speaker as soon as the timer’s screen turns red.]

***<<Repeat for all contestants>>***

***[Mention the contestant’s number and do not say last or final contestant]***

*[After all contestants have finished speaking]* **- We shall now observe 3 minutes silence to enable the judges to finalize their ballots and hand over to the Ballot Counters**

*After 3 minutes as the Timer card turns* ***red*** *ask:*

Chief Judge, have all the ballots been collected? *Await response*

Chief Judge and Ballot Counters may now proceed to the holding area *[Wait for them to leave]*

May I now request the Contestants in their speaking order to receive their Participation Certificates

*[Conduct a short interview- only one question from their profile- with each Contestant and then felicitate. Attention: In case the contestant is also competing at any other Speech Contest, DO NOT take the interview. Ask questions only to those who are participating in only that contest. If a contestant is also participating in the other contest, interview them at the end of all contests. After Evaluation Contest just handover the participation certificate.]*

**Pose for a group photograph with all contestants**

Once all contestants have received their certificates, please confirm with the Chief SAA that the Chief Judge and ballot counters are back in the main room. *If not engage the audience with interaction and conversation.*

*Once the Chief Judge is back in the main room – announce by saying.*

I now adjourn the Evaluation Contest, and the results will be declared shortly.

I enjoyed being your Contest Chair today, hearing the varied speeches and experiencing the enthusiasm of the contestants. Thanks to the contest officials for their excellent job and our wonderful audience, for being so appreciative.

I would now like to call the Chief Judge to facilitate the role-players.

*[CC to felicitate the following role players -CSAA, SAA]*

*[CJ will felicitate Timers; Ballot counters & then Club President/Area Director/Div D will felicitate CC and CJ. Control comes back to CC for announcing results]*

*[Once the role-players are facilitated,* ***Hand over the stage as per the agenda]***

I now handover the stage back to SAA

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***While called upon to announce the winners of Evaluation Contest***

It is time to present the results of the Evaluation Contest.

***There was no/There was/were\_\_ disqualifications on the basis of time, eligibility or originality.***

*The 3rd Place winner is \*\*\*\*\*\*\*\**

*The 2nd Place winner is \*\*\*\*\*\*\*\**

*And the Winner of this Evaluation Contest is \*\*\*\*\*\*\**

***For Club Contest [for Area having 4 or less clubs in an area]***

*\*\*\*\*\*\*\* (second place winner) and \*\*\*\*\*\*\* (first place winner) will be representing their club [name] at the Area Conference to be held on \*\*\*\*\*\*\*\* (Please confirm with the Chief Judge before announcing)*

***For Club Contest [for Area having more than 4 clubs in an area]***

*\*\*\*\*\*\*\* (first place winner) will be representing their club [name] at the Area Conference to be held on \*\*\*\*\*\*\*\* (Please confirm with the Chief Judge before announcing)*

***For Area Conference***

*\*\*\*\*\*\*\* (first place winner) will be representing Area [] at the Division Conference to be held on \*\*\*\*\*\*\*\* (Please confirm with Area Director before announcing)*

***For Division Conference:***

*\*\*\*\*\*\*\* (first place winner) will be representing Division [] at the District Conference – Eloquence 2026 to be held on \*\*\*\*\*\*\*\* (Please confirm with Division Director before announcing)*

*Let us have a photo with all the winners.*

*I thank the Club name/Area/Division Director for giving me this opportunity and handover the stage to \*\*\*\*\*\* [name as mentioned in the agenda]*