**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. *[Please acknowledge them in order of hierarchy: District Director, Program Quality Director (PQD), Club Growth Director (CGD), District PRM, Finance Manager, Admin Manager, Parliamentarian, Division Directors, and Area Directors. If there are too many Area Directors, you may acknowledge them collectively.]*

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 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 their blank Evaluation Contestant note sheet.
* At the conclusion of the test speech, the contestants will be moved to the breakout room along with Timer2 where they will get 5 minutes to prepare their evaluation, using the note sheet. After 5 minutes have elapsed, all contestants, in their order of speaking will be brought to the main room
* Contestants are strictly prohibited from using electronic devices for note-taking. Only pen and paper are permitted.
* 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.
* In case of technical glitch from the contestant, 2 attempts each of 1 minute will be allowed for contestant to come back and start from they had left.
* 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 handover their ballot 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 you to please to keep your audio/video on mute throughout the contest, except the contestants. I would now request SAA to lock the meeting room and disable the chat for everyone but only to hosts and cohosts
* All the contestants will remain under the supervision of the Sergeant-at- Arms. The contestants are required to stay on camera with their audio unmuted throughout in the breakout room
* May I request the Contestants, please display the sheet on which you will make your notes. *(Pause till all have displayed their sheet)*
* Each contestant will be introduced twice by their name.

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 audio and video – please repeat after me

**I am excited to be a part of this contest**. [Please obtain confirmation from Chief Judge whether Test Speaker is clearly audible and visible]

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. TechMaster, may I now request you to open the breakout room and move all contestants along with breakout SAA and Timer 2 to the breakout room, Breakout SAA TM \_\_\_\_\_\_\_ please send Contestant 1 to the main room once the 5 minutes are over. TechMaster please confirm once this is done

[Wait till TechMaster confirms that above is done]

*[After contestants move out, conduct a short interview with the Test Speaker and felicitate]*

Timer 1 will also time 5 minutes by keeping the cards visible to Contest Chair

*[Contest Chair to keep an eye on the timer – timer will not announce the same but display a red card]* Once the 5 minutes are over – send a broadcast message to breakout room

***“Contestants, please stop writing and hold up your sheet for the Sergeant at Arms to see”***

***“SAA please send Contestant 1 to the main room”***

**Invite Contestant No.1**

TechMaster, please spotlight Contestant No 1

To check your audio and video – 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 and visible)*

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 tell you when the 1 minute is over; kindly invite the next speaker at the end of the 1 minute by yourself 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 breakout room *[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 by spotlighting all contestants**

After you have finished giving the contestants certificates

*Get confirmation from 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 handover the spotlight to the Chief Judge to facilitate the role-players

*[CC to felicitate the 4 role players -CSAA, SAA, ZM]*

*[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]*

I now handover the virtual stage back to SAA *[Once the role-players are facilitated,* ***Hand over the stage as per the agenda]***

***------***

***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]*