



## TOASTMASTERS INTERNATIONAL DISTRICT 69

### EVALUATION CONTEST TOASTMASTER SCRIPT



text box

= read the script out loud  
= instructions



Ladies and Gentlemen, welcome to the Evaluation contest.



The procedure for the Evaluation contest is to have a test speaker present a five-to-seven-minute speech on a topic of their own choosing. The contestants then leave the room and are given five minutes to prepare their evaluation. Their notes are given to the Sergeant-at-Arms and returned to them as they re-enter this room. They then present their evaluation. All contestants will speak from the same speaking area.



The time requirement for the evaluation is two to three minutes.



During the various presentations, by both test speaker and contestants, you are asked not to move around the room, to avoid causing any distractions. Please turn off your phones. Photographs are not permitted during the contest, but there will be a photo opportunity at the conclusion of the contest. Please remain silent for one minute after presentations to allow the Judges to mark their ballots.



The speaking order as drawn by the contestants is as follows:-

Announce the names of the contestants slowly and clearly so that the Judges, Timers and Ballot Counters can write the names on their forms. Spell names if necessary.

Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's Club or place of residence.

- ☺ The first contestant will be.....
- The second contestant will be.....
- The third contestant will be.....
- The fourth contestant will be.....
- The fifth contestant will be.....
- The sixth contestant will be.....

☺ I shall introduce each contestant by announcing their name. Join with me in the applause as they arrive within the speaking area. I will then announce their name a second time. There shall be no further applause and the contestant shall begin their presentation.

Chief Judge, are we ready to proceed?

Introduce the test speaker as ... name - speech title - speech title - name.  
 When the test speaker has concluded their speech, ask the Timer for the time of the speech. Announce the time of the test speaker's speech.  
 The Evaluation contestants now have five minutes to prepare their presentations.

☺ Contest Sergeant-at-Arms, please escort the contestants to their note-taking area, along with a Timer with a stop-watch.

Re-introduce the test speaker. Give them a short interview and present them with a certificate of appreciation. (The Contest Chair may also request you to present their gift). It is not necessary to interview them for five minutes.  
 Allow the audience to chat until the first Evaluation contestant arrives back in the room.

☺ Ladies and Gentlemen, please welcome our first contestant.

Contestant	Name (announced twice in a consistent manner for each contestant)
First	
Wait for the red signal from the Timer that one minute of silence has lapsed before proceeding to the next and each following contestant.	
Second	

Third	
Fourth	
Fifth	
Sixth	

After the final contestant, wait for the one minute signal before proceeding with the instructions for the Judges and Ballot Counters.

☺ I ask for silence until the Ballot Counters have collected all ballots.

Judges, please ensure that your ballot is valid by printing and signing your name and listing the first three place-getters. Put your ballot into the envelope, and then hold it up for the Ballot Counters to collect.

Ballot Counters, please collect the Judges' envelopes and leave the room with the Chief Judge to tally the ballots.

All contestants come back on stage at the same time, in speaking order, to be interviewed for one minute each and presented with their certificate of participation. They may be seated again till the Chief Judge arrives back.

Wait for Chief Judge to arrive with contest results.

Invite the Contest Chair to assist with presentation of certificates and trophies.

Announce any disqualifications for time without naming the disqualified contestants.

☺ In third place is ..... (name)

In second place is ..... (name)

And to represent ..... Club/Area/Division in the Evaluation contest at (name the next level contest) .....

on .....(date) in first place is ..... (name)

Allow time for photos of place-getters. Hand control back to the M.C.