

# D66 Online Combined Area Evaluation Contest Script

(NOTE: When introducing the contest/District officials use the proscribed format – educational designation, first name, last name. Examples: Distinguished Toastmaster, first name, last name; Presentation Mastery 3, first name, last name)

## **Sergeant at Arms:**

**Smile, look at the audience, and then proclaim:**

“Fellow toastmasters and distinguished guests, it is time for the District 66, Division \_\_, Area \_\_ and Area \_\_ Evaluation Speech Contests.”

(Rap the gavel once.)

“My name is \_\_\_\_\_ and I am the Sergeant at Arms for today’s contests. As a reminder, please keep your audio muted and turn off your video.

I would like to introduce our District 66, Division \_\_, Area \_\_ Director, \_\_\_\_\_. And the Area \_\_ Director, \_\_\_\_\_”

## **Area Director:**

Area Director recognizes dignitaries from Protocol List then Area Director introduces Contest Master. If preferred, the dignitaries can be recognized at the beginning of the International Speech contest.)

“Now I will pass control to our Contest Master, \_\_\_\_\_ to get our Area \_\_ and Area \_\_ Evaluation Speech Contests started.”

**Mute your audio and turn off your video.**

*(Note: Once the Contest Master is introduced, any contestants who arrive after this point are disqualified from the contest.)*

## **Contest Master:**

“Fellow Toastmasters and guests, welcome to the District 66, Division \_\_, Area \_\_ and Area \_\_ Evaluation Speech Contests. I would like to express my sincere appreciation for all the contestants who entered our virtual contest today.

Here is a brief explanation of the Evaluation Speech Contest procedures:

- A model speaker from outside the area will present a five to seven minute speech.

- I will introduce the model speaker by stating their name, the speech title, the speech title again, and their name again.
- At the conclusion of the model speech, I will ask the Zoom host to invite one of the Sergeant at Arms and all the contestants to a breakout room for five minutes to complete their evaluations.
- At the end of the given time the contestants will come back into the main room one at a time to present their evaluation.
- After each contestant, there will be one minute of silence for the judges to mark their ballots.
- When the last contestant has finished, the judges, timers, ballot counters and the chief judge will be sent to a breakout room. The judges will be given as much time as they need to complete their ballots and have them collected by the ballot counters.

Following is the speaking order of the contestants for Area \_\_\_\_:

(Give the speaking order slowly and repeat it, as the judges need to write the contestants names on their ballots.)

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

6<sup>th</sup> \_\_\_\_\_

7<sup>th</sup> \_\_\_\_\_

8<sup>th</sup> \_\_\_\_\_

Following is the speaking order of the contestants for Area \_\_\_\_:

(Give the speaking order slowly and repeat it, as the judges need to write the contestants names on their ballots.)

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

6<sup>th</sup> \_\_\_\_\_

7<sup>th</sup> \_\_\_\_\_

8<sup>th</sup> \_\_\_\_\_

Now it is time to introduce our Chief Judge, \_\_\_\_\_ to go over the contest protocol.”

### **Chief Judge:**

“Thank you, Contest Master.

First let me explain how the Evaluation Contest is judged. During the Evaluation Contest the contestants will be judged on the following criteria:

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- Analytical Quality – 40%.
- Recommendations – 30%.
- Technique – 15%
- Summation – 15%

All the contestants, judges, and contest officials have been fully briefed.

All the contestants are eligible to compete.

“Even though the Area \_\_\_\_ and Area \_\_\_\_ contests are being held together today, each of these contests is a separate contest and will be conducted as such as much as possible.

Now for the Rules of Common Courtesy:

- Please keep your audio muted and your video turned off.
- No photographing or recording of the video and/or audio is allowed while contestants are speaking unless they have given advanced approval. This includes the use of cell phones, screen captures or any other form of recording any images, video, or audio.

Are there any questions? If you do have any questions, you may enter them in the chat box now addressed to everyone.”

**(Wait for 5 – 10 seconds for questions to be posted in chat. Address any questions posted or spoken. If no questions, then say the following.)**

“Mister/Madam Contest Master, let the contest begin.”

**Mute your audio and turn off your video.**

### **Contest Master**

“Thank you, Mister/Madam Chief Judge!

“Mister/Madam Model Speaker please unmute your audio and turn on your webcam? Are you ready?”

(Introduce the Model Speaker:)

“(Name) \_\_\_\_\_

(Speech Title) \_\_\_\_\_

(Speech Title) \_\_\_\_\_

(Name) \_\_\_\_\_

(Lead the applause and mute your audio but remain visible while the model speaker is speaking.)

(When the speech is completed, have the Zoom Host invite the Sergeant at Arms and the contestants to the Breakout Room. They will have five minutes to complete their evaluations. Once all the contestants have successfully joined the Breakout Room, the Zoom Host will announce that the contestants are out of the room. Ask the Timer to signal with a green light when five minutes are up.)

“Now let us get to know our model speaker. Will the model speaker please unmute your audio and turn on your webcam?”

(Interview the model speaker by asking some of the following questions.

- a. How long have they been a member of Toastmasters and what club are they representing?
- b. Also ask what made them interested in Toastmasters and
- c. How Toastmasters has helped them.
- d. If there is time, ask one or two additional questions of the model speaker.

Once the 5 minutes are up, thank the Model Speaker. Remind them to mute their audio and turn off their video.}

“Contestant number \_\_\_\_, Are you ready?”

Introduce the contestant by stating:

- “(Name) \_\_\_\_\_
- (Name) \_\_\_\_\_.”

(Mute your audio but remain visible while the contestant is speaking.)

(When the contestant is finished, say:)

“We will now have one minute of silence while the judges mark their ballots. Mister/Madam Timer, please provide a green signal at one minute.”

(During the minute of silence, **lead** the silence. The audience will take their cue from you. When the minute is up, introduce the next contestant.)

(Repeat the above process until all contestants are done for Area \_\_\_\_\_. After the last contestant for Area \_\_\_\_\_, give the judges all the time they need to complete their ballots and notify the Chief Judge their ballot is complete.)

“The judges will now have all the time they need to complete their ballots. Madam/Mister Chief Judge please notify us when the ballots are complete.”

(Once the Chief Judge announces the ballots are complete. Proceed with the next area contest.)

The Area \_\_\_\_ Evaluation Contest is now adjourned. We will now begin with the Area \_\_\_\_ Evaluation Speech Contest.

**(Repeat the process for the second Area contest. If there are more than two Areas combined, repeat until necessary.)**

Repeat the above process until all contestants are done. After the last contestant, say the following.)

“The judges, timers, ballot counters and the chief judge will now be sent to a breakout room. The judges will be given as much time as they need to complete their ballots and have them collected by the Ballot Counters. Would the Zoom host please let me know when all the officials are in the breakout room?”

(When the Zoom host notifies you all officials are in the breakout room, then it will be time to interview the contestants. Interview only those contestants that are participating in the Evaluation Speech Contest **ONLY**. If they are also participating in the International Speech Contest; they will be interviewed later.)

“Please help me welcome our Evaluation Speech contestants. Would all the contestants please unmute your audio and start your video.”

(Interview the contestants in their speaking order. Ask them how long they have been a Toastmaster and what club they are representing. If there is time, ask one additional question of each contestant—you can use their “Contestant Profile” to generate interview questions.)

(After each interview, thank the contestant, present their Certificate of Participation on camera, and give them a gesture of appreciation. Read only the first Certificate that is presented to the first contestant in its entirety. Subsequent certificates should be presented with just the name of the contestant.)

(Contest master now turns the contest over to the Sergeant at Arms to adjourn the contest.)

“Please welcome to the stage our Sergeant at Arms, \_\_\_\_\_

(Contest Master mute your audio and turn off your video)

Sergeant at Arms:

“The District 66, Division \_\_, Area \_\_ and Area \_\_\_\_\_ Evaluation Speech Contest is now adjourned.”

(Rap the gavel once).

(At this time, turn the contest over to the Division \_\_\_Director for Division and District remarks.)

“Now, please welcome to the stage our Division \_\_\_\_ Director, \_\_\_\_\_

## **Division Director**

(The Division Director will announce upcoming contests and present district announcements, if any. The division director should also recognize high performing clubs from the participating areas for TLI attendance, membership growth and retention, education awards and other noteworthy achievements. Club Presidents should also be recognized. The Division Director will announce the break. There will be a 10 minute intermission. Make sure to let the members know the time that the next contest will begin. The award presentation will take place after the International Speech Contest.)

“We will now take a ten-minute break. Mister/Madam timer, please start a ten-minute countdown. Please feel free to unmute yourself and start your video and network for the next ten minutes or take a break.”