

Contest Chair Opening: 2-3 minutes. Welcome to our Club Evaluation contest – where contestants get to showcase their evaluation skills. The Speech Evaluator’s role is not only difficult it is also the most important. Without **effective, constructive, excellent** evaluation techniques, we deprive our club of its full growth potential. **The purpose of the evaluation contest is to recognize and encourage the development of proficient evaluators at the club level.** The winner will represent the Club/Area at the Area/Division contest. The contest **provides** opportunities to learn by observing increasingly proficient speakers who have benefited from their Toastmaster training. **Welcome** special guests—. Confirm the contestants, timers, official judges and counters...

Contest Procedure: In the evaluation contest, a guest speaker gives a 5-7 minute speech, which all the evaluation contestants evaluate. **Timing: disqualifications: less than one minute 30 seconds or more than three minutes 30 seconds** **Lights: Green: 2 minutes Amber: 2:30 minutes Red: 3 minutes** I will introduce the contestants only by their name, which I will repeat. There will be one minute of silence after each contestant speaks, to allow time for the judges to mark their ballots and two minutes after the final contestant, to allow time for the Judges to mark their ballots. Then, the [Sgt.@Arms](#) takes all the contestants out of the room to prepare their evaluations. Since no contestant hears what another said about the test speech, the judges can compare the analytical abilities of the contestants.

Directions to The Sgt @ Arms Please collect all the notes after five minutes, and then return each person’s notes as you bring the contestants back into the room one by one-- please prepare next contestant during one minute of silence.

The order for the contest will be: 1. Name _____ 2. Name _____

Now, a few final reminders... a) Anyone with a pager or cell phone should turn it off or place it on silent alarm. b) No photography of the contestants is allowed during the contest-good photo opportunities during the awards presentation. c) Once the contest has begun, the Sergeant at Arms will limit interruptions. If you need to leave or enter the room, you may do so only during the minute of silence between contestants.

Are all contestants in the room? Are there any questions at this time? Mister or Madam Chief Judge – Have all Contestants and Officials Been Briefed? Wait for an affirmative reply. (**Judging:** Judging is quite different from evaluating. I encourage everyone to participate in the judging tonight, to practice this skill. Please look at the judge form in front of you. Note that the heading describes the form as ‘Judge’s **Guide** and Ballot’. It is for the use of the judge only as a **guide** to completing the ballot. There are four criteria; with a possible total is 100 points. The purpose of having these different categories is to help reduce some of the subjectivity in the process. The speaking order for the contestants was determined earlier this evening by having our contestants draw for position. **The ballot** is the most important part of the form. This is where you, the judge, commit yourself to declaring your honest and unbiased choice of the best speakers. As judge, you must print your name clearly, and sign the ballot. There can be no ties. If there are at least three contestants, there must be a first, second, and third place filled in. Any discrepancy on the ballot (not signed, a tie, only two names with three or more contestants, etc.) disqualifies the entire ballot. Protests are limited to contestants and judges and must be lodged with the Chief Judge or Contest Chairman before the results are announced. The decisions of the judges are final. No one other than the judge concerned has the right to see the guide.)

Let the Evening Edition Evaluation Contest begin.

Introduce Guest Speaker: Our contestants will now be given five minutes to prepare their speeches and make notes before they deliver their oral evaluation of the target speech. Mr./Mme. Timer, will you please signal us at five minutes. Mr./Mme. Sergeant at Arms please take the contestants from the room, and collect their notes in five minutes. During this time, I’d like to call our guest speaker to come up to chat.

Contestants: Our first contestant is: - _____. (Second, third, not last) We will now have one minute of silence for the judges to mark their ballots. Mr./Mme Timer, please you signal me when one minute? (After the final contestant-- Call for two minutes of silence. Mr./Mme Timer will you signal me when two minutes have elapsed?) Ask the Judges to hold up their ballots for collection. Are there any ballots not yet picked up? Ask chief judge and counters to leave the room.

Call for Break; Ask contestants to join you in the order of appearance. Photo opportunity. Ask for applause as they approach stage. Present certificate, and ask each the same question. If time is short, perhaps just the club (area and/or division) they represent and the length of time they have been in Toastmasters. E.g., How long have you been a member of this club? How did you prepare for this contest? How did you enjoy the experience of an evaluation contest? What tip would you give to the rest of us on evaluations?

Acknowledgements, Appreciation: Recognize dignitaries in audience. Thank Chief Judge, judges.

Presentation of Awards: Collects the contest results from the chief judge, ask if any time disqualifications occurred. Ask Division or District Officer to present trophies. Announce winners, beginning with third place, then second place and finally the first place contestant. Announce the winner is qualified to proceed to area contest.

Audience Feedback, Closing comments: The winner of tonight’s contest will compete at the Area Contest, which will be held at Ocean Park Community Hall on Friday, March 28. Please put that on your calendar, and come out to support the Toastmasters in our Area. Thanks all who helped make the contest a success. Get feedback from the audience

Adjourn the contest. Forward information to contest chair of the next level (area) contest.