

SAMPLE CONTEST SCRIPT

EVALUATION & INTERNATIONAL FOR A CONTEST STARTING AT 2:00 PM

[Note: Times not in **bold** are approximate]

BEFORE THE CONTEST		
<p>BE SURE THAT CHIEF JUDGE AND CONTEST MASTER HAVE COPIES OF LATEST SPEECH CONTEST RULEBOOK</p> <p>SEE PREPARATION BEFORE THE CONTEST AND AT THE VENUE BEFORE THE CONTEST SECTIONS ABOVE</p>		
EVALUATION CONTEST		
2:00 PM	Sergeant at Arms	Calls group to assembly and asks everyone to be seated
2:00 PM	Registrar	Hands Protocol List to dignitary that the Sergeant at Arms will introduce
2:01 PM	Sergeant at Arms	Introduces the Area or Division Director
2:02 PM	AD or Division D	Calls meeting to order. Introduces people to conduct the:
		Pledge (and optionally, an inspiration)
	AD or Division D	Welcomes dignitaries and introduces those checked on the Protocol List
	AD or Division D	Introduces the Contest Toastmaster
2:15 PM	Contest Toastmaster	A few-minute warm-up
		Asks everyone to TURN OFF phones and other noisemaking devices
		Announces that no picture taking will be allowed during the speaking portion of the contest. (Pictures are welcome during the awards.)
		Introduces the Evaluation Contest Master
2:20 PM	Evaluation Contest TM	Gives an approximately 2-minute warm-up talk
		Explains how the contest will proceed (test speaker, 5-min to ..., etc)
		Asks audience to hold applause until all contestants have been called to speaking area
		Requests all contestants to come forward, in speaking order
		Spells any names not in the contest program. Ensures speaking order is clear.
		Calls on Timer to read timing rules for Evaluation contest and demonstrate the lights
		Asks contestants if all can see lights and understand timing rules
		Asks Chief Judge if all judges have been instructed and are they ready

		Asks Evaluation contestants to take their seats
		Asks "Would our model speaker please come forward"
		Introduces model speaker: Name, Title, Title, Name
	Model Speaker	Gives 5 to 7 minute speech. Returns conduct to Evaluation Contest TM (shakes hands). Returns to seat. Note: Model speaker should be seated in location easily seen from speaking area.
2:38 PM	Evaluation Contest TM	Requests Sergeant at Arms to escort Evaluation contestants to sequestration room
	Sergeant at Arms	Escorts all contestants to sequestration room. Ensures all contestants have Evaluation Notes form Ensures all contestants do not have any communication devices
	Asst. Sergeant at Arms	Accompanies contestants to sequestration room. When contestants are all seated, returns to tell timer to start the 5-minute period.
	Evaluation Contest TM	Takes 2 – 3 minutes to interview the Model Speaker Takes remainder of time to allow Opportunity Drawing Chair to speak
2:44 PM	Timer	Signals end of 5-minute period
	Asst. Sergeant at Arms	Returns to sequestration room and informs Sergeant at Arms 5 minutes has elapsed
	Sergeant at Arms	Collects notes from ALL contestants. Gives notes for first contestant to Assistant Sergeant at Arms
	Asst. Sergeant at Arms	Escorts first contestant to room entrance. When Evaluation Contest Master signals contestant to come to speaking area, hands notes to first contestant.
2:47 PM	Evaluation Contest TM	Introduces Evaluation Contestant #1: Name, Name
	Evaluation Contestant #1	Delivers evaluation
	Asst. Sergeant at Arms	On applause at end of evaluation, returns to sequestration room to get second evaluation contestant. Escorts contestant to room entrance Waits for signal from Evaluation Contest TM that contestant should proceed to speaking area Hands notes to contestant
	Evaluation Contest TM	On applause at end of evaluation, asks audience for 1 minute of silence
	Timer	Records contestant #1 speaking time, then times the 1 minute of silence Signals Evaluation Contest TM when 1 minute has elapsed
	Evaluation Contest TM	After 1 minute is up, signals for evaluation contestant #2 to proceed to speaking area Introduces Evaluation Contestant #2: Name, Name
		This process is repeated until the final contestant has finished.
		TIME ALLOCATION: Allow 4 minutes per evaluation contestant.
		For sake of timing for this script, assume 8 evaluation contestants.
3:20 PM	Evaluation Contest TM	After last contestant, ask audience to be silent until all ballots are collected
	Chief Judge and Tellers	Collect ballots When all ballots are collected, CJ should signal Evaluation Contest TM to proceed

	Chief Judge and Tellers	Leave room with ballots, proceed to sequestration room, count ballots When result forms are filled out, hand announcement form to person who will announce the contest results
	Evaluation Contest TM	Calls all Evaluation contestants up to speaking area (Optional) Interview contestants. However, NO interviews may be done if ANY contestant is also in the International Speech contest Presents each contestant with Certificate of Participation Asks contestants to be seated
3:35 PM	Evaluation Contest TM	Turns conduct of meeting back to Contest Toastmaster
	Contest Toastmaster	Compliments Evaluation Contest TM on job well done; presents Certificate of Appreciation Calls on Opportunity Drawing Chair to say a few words
	Opportunity Draw. Chair	Touts items and gives ticket prices Announces break will be last chance to purchase and deposit tickets; tickets will be drawn during the International Speech Contest
3:45	Contest Toastmaster	Announces 10-minute break
	BREAK	Opportunity Ticket Sales; Bio Break

		INTERNATIONAL SPEECH CONTEST
4:00 PM	Sergeant at Arms	Calls group to assembly and asks everyone to be seated Introduces the Contest Toastmaster
	Contest Toastmaster	Reminds audience that communication devices should be TURNED OFF and that there is no photography allowed during the contest
	Contest Toastmaster	Gives short transition Introduces International Speech Toastmaster
	International Contest TM	Gives a 2-minute warm-up
		Asks audience to hold applause until all contestants have been called to speaking area
		Requests all contestants to come forward, in speaking order
		Spells any names not in the contest program. Ensures speaking order is clear.
		Calls on Timer to read timing rules for International contest and demonstrate the lights
		Asks contestants if all can see lights and understand timing rules
		Asks Chief Judge if all judges have been instructed and are they ready
		Asks International contestants to take their seats, except for the first contestant
4:10 PM	International Contest TM	Introduce first contestant by Name, Speech Title, Speech Title, Name Shake contestant hand and sit down
	Contestant #1	Gives speech

	International Contest TM	At end of speech, join contestant; contestant takes seat Call for 1 minute of silence for judges to complete their ballots
	Timer	Records contestant #1 speaking time, then times the 1 minute of silence Signals International Contest TM when 1 minute has elapsed
	International Contest TM	Calls up next contestant Introduces contestant as before; sits down
		Repeat until last contestant finishes speech.
		TIME ALLOCATION: Allow 9 minutes per International contestant.
		For sake of timing for this script, assume 8 International contestants.
	Opportunity Draw. Chair	Draws tickets; pastes each winning ticket on item
5:30 PM	International Contest TM	After last contestant, ask audience to be silent until all ballots are collected
	Chief Judge and Tellers	Collect ballots When all ballots are collected, CJ should signal International Contest TM to proceed
	Chief Judge and Tellers	Leave room with ballots, proceed to sequestration room, count ballots When result forms are filled out, hand announcement form to person who will announce the contest results
	International Contest TM	Calls all International contestants up to speaking area Interview contestants. Presents each contestant with Certificate of Participation Asks contestants to be seated
5:45 PM	International Contest TM	Turns conduct of meeting back to Contest Toastmaster
	Contest Toastmaster	Compliments International Contest TM on job well done; presents Certificate of Appreciation
	Contest Toastmaster	Returns conduct of meeting to AD or Division D
	AD or Division D	Announces that winners will appear at next-level contest Introduces dignitary who will announce next-level contest
	Dignitary	Announces next-level contest date, time, and location Returns conduct to AD or Division D
	AD or Division D	Introduces Opportunity Drawing Chair
	Opportunity Draw. Chair	Reads ticket number for each item; assistant takes gift to winner Returns conduct to AD or Division D
	AD or Division D	Thanks all those who helped put on the contest; gives Certificates of Appreciation All assemble for a picture
	AD or Division D	Calls up dignitary to help hand out trophies
	AD or Division D	Announces contest winners
6:15 PM	AD or Division D	Declares contest adjourned