

**2023 Fall Speech Contest Script**  
**Evaluation Speech Contest**

Subject	Script- Regular text. Fill in text- <b>&lt;bold purple text in brackets&gt;</b> Notes not to be read- (Note: in green text)	Role	Technical Producer Task
<b>Call to Order</b>	<p>Good evening ladies and gentlemen. My name is <b>&lt;Sergeant at Arms&gt;</b> and I will serve as one of the Sergeant-at Arms for tonight's Evaluation Speech Contest. I call this Speech Contest to order.</p> <p>Let me give each of you a warm welcome to the <b>&lt;Club/Area/Division&gt;</b> 2023 Fall Evaluation Contest. I want to call attention to how online participants will applaud today. All your microphones are muted and should remain so for the duration of the Speech Contest. If you have the current full version of Zoom, you will notice the Reaction Icon on your screen. If you click on the reaction icon, you can send an applause reaction.</p> <p>Let us try that now.</p> <p>It is my pleasure to introduce tonight's Contest Chair, <b>&lt;Contest Chair&gt;</b></p> <p>(Note: Sergeant at Arms leads the audience into applause.)</p>	Sergeant at Arms	Mute <All Attendees> <b>Unmute &lt;SAA&gt;</b>
<b>Welcome</b>	<b>Contest Chair's Brief Personal Welcome and Toastmaster Introduction (1-2 minutes)</b>	Contest Chair	Mute <All Attendees> <b>Unmute &lt;Contest Chair&gt;</b>
<b>Contest Chair</b>	<p>Welcome Toastmaster Dignitaries, fellow Toastmasters, and honored guests to the <b>&lt;Club/Area/Division&gt;</b> 2023 Fall Evaluation Contest.</p> <p><i>(Add a short personal statement.)</i></p> <p>(Note: Toastmaster Dignitaries will be introduced by names at the end of the contest.)</p> <p><i>(Start with a short personal introduction, provided by the Toastmaster and end with...)</i></p> <p>It's my pleasure to introduce tonight's Toastmaster, <b>&lt;Toastmaster&gt;</b></p>	Contest Chair	Mute <All Attendees> <b>Unmute &lt;Contest Chair&gt;&gt;</b>

<b>Introduction</b>	<b>Toastmaster's Opening Remarks and Brief Personal Welcome (1-2 minutes)</b>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
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<b>Purpose</b>	<p>Thank you &lt;Contest Chair&gt;. Speech contests are an important part of the Toastmasters International educational program.</p> <p>They provide:</p> <ul style="list-style-type: none"> <li>• An opportunity for speakers to gain contest experience and recognize the best speakers as an encouragement to everyone.</li> <li>• Contests also provide an opportunity to learn by observing the more proficient speakers who have benefitted from their Toastmasters journey.</li> </ul>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
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<p><b>Details on Zoom Operations</b></p>	<p>Before we get started, I would like to provide you, the audience, with some guidelines about the contest.</p> <p>Online participants can control the view of the contest by selecting either the Gallery View, which shows all the participants <u>or</u> Speaker View, which highlights the active speaker. On a desktop/laptop computer, click the button in the top right corner to alternate between “Gallery View” and “Speaker View.”</p> <p>Let's try that now.</p> <p>While the contest is underway, please remain muted and <b>DO NOT TURN ON YOUR VIDEO</b>. Our Producer(s) <b>&lt;Producer(s)&gt;</b> will mute and turn off video of any participants that accidentally turned on their video or unmute themselves.</p> <p>If necessary, the Producer(s) may remove audience members if they are disruptive. If you have a question or concerns, privately chat with the/a Producer.</p> <p>Live audience members may only enter or leave the speaking room during the minute of silence in which judges are compiling their notes. Please do not enter or leave during a speech.</p> <p>Please give your full attention to the contestants and limit distractions. This includes chats to everyone. Please hold your virtual congratulations for the end of each contest.</p> <p>After each speaker finishes, there will be one minute of silence to allow the judges to mark their ballots.</p>	<p>Toastmaster</p>	<p>Mute &lt;All Attendees&gt; Unmute &lt;Toastmaster&gt;</p>
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<b>Details on Zoom Operations</b>	<p>After the final speaker in a contest finishes, we will observe an indefinite period of silence.</p> <p>There is NO audio or video recording permitted without prior consent of the contestants.</p> <p>Protests about speeches may ONLY be made by the Contestants or Judges and must be presented to either the Contest Chair or the Chief Judge before winners are announced. Both the Judges and the contestants have the protocol to do this in an online format.</p> <p>I would like to let you know that the speaking area has been defined as the visible area of the camera. The live speaking area is... Describe the live contest speaking area as appropriate.</p> <p>Timing of the Evaluation Speeches are as follows: The minimum time is 1 minute 30 seconds, a green signal will be shown at 2 minutes, yellow at 2 minutes 30 seconds, red at 3 minutes and the maximum time is 3 minutes and 30 seconds.</p> <p>Can I please ask the timer <b>&lt;Timer&gt;</b> to display the green, yellow and red background colors for the contestants? An assistant timer will display timing signals in the live speaking environment.</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Explanation of Speaker Introduction</b>	<p>Evaluation speeches do not have speech titles. I'll introduce the speaker's name and then announce the speaker's name again.</p> <p>We'll give applause after that sequence. When the speaker finishes, then we'll give the contestant another very generous and appreciative round of applause as he/she exits the speaking area.</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Intro Chief Judge</b>	<p>Please provide a virtual round of applause to our contest Chief Judge, <b>&lt;Chief Judge&gt;</b>.</p> <p><b>&lt;Chief Judge&gt;</b>, have all timers, ballot counters and judges been briefed about the contest rules?</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Chief Judge</b>	<b>Yes, &lt;Toastmaster&gt;, all timers, ballot counters and judges have been briefed.</b>	Chief Judge	Mute <All Attendees> <b>Unmute &lt;Chief Judge&gt;</b>

	Thank you, Chief Judge, <b>&lt;Chief Judge&gt;</b> .	Toastmaster	Mute <All Attendees> <b>Unmute</b> <b>&lt;Toastmaster&gt;</b>
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<b>Speech to be Evaluated</b>	<p>Please welcome our 2023 Fall Evaluation Contest Test Speaker &lt; Name &gt;</p> <p>We can see you. Can we hear you?</p> <p>&lt; Name &gt;, Speech Title, Speech Title &lt; Name &gt;</p>	Toastmaster	
<b>Interview Test Speaker</b>	<p>Would our sergeants-at-arms please accompany our evaluation competitors to the appropriate breakout rooms?</p> <p>While our contestants finish their notes regarding this speech, let's learn some more about our test speaker.</p> <p>&lt;Ask questions during the 5 minutes contestants are preparing their notes.&gt;</p>	Toastmaster	send all evaluation competitors to break out room
<b>Speaking Order</b>	<p>I'll now announce the speaking order in tonight's Evaluation contest.</p> <p><b>(Note: Fill this in ahead of time)</b></p> <p>_____ will be speaking <b>first</b></p> <p>_____ will be speaking <b>second</b></p> <p>_____ will be speaking <b>third</b></p> <p>_____ will be speaking <b>fourth</b></p> <p>_____ will be speaking <b>fifth</b></p>	Toastmaster	Mute <All Attendees> <b>Unmute</b> <b>&lt;Toastmaster&gt;</b>

<b>Speaking Order</b>	<p>To review: (Note: reread the order from above)</p> <p>_____ will be speaking <b>first</b>          _____ will be speaking <b>second</b>          _____ will be speaking <b>third</b>          _____ will be speaking <b>fourth</b>          _____ will be speaking <b>fifth</b></p> <p>Let's begin our &lt;Club/Area/Division&gt; Evaluation Contest.</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Request the first Contestant</b>	Sergeant at Arms <Sergeant at Arms> can you please have the first Evaluation contestant enter the main room.	Toastmaster	<p>Mute &lt;All Attendees&gt; Unmute &lt;Toastmaster&gt;</p> <p>Pull each contestant into the main room as it's their turn.</p> <p>After first speaker, do so at the 1 minute of silence between speakers</p>

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<b>Introduce Contestant</b>	<p>(Note: Contestant # 1 - Fill this in ahead of time) We can see you. Can we hear you?</p> <p>_____ (Note: Contestant Name);          _____ (Note: Contestant Name)</p> <p>(Note: Mute yourself and lead the virtual applause)</p>	Toastmaster	<b>Ensure that the Audience is still muted and cameras are off. Unmute contestant #1</b>
<b>Silence</b>	We will now observe one minute of silence (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Request the Second</b>	Sergeant at Arms <Sergeant at Arms> can you please have the second Evaluation contestant enter the main room.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>

<b>Contestant</b>			
<b>Introduce Contestant</b>	<p>(Note: Contestant # 2 - Fill this in ahead of time) We can see you. Can we hear you?</p> <p>_____ (Note: Contestant Name),</p> <p>_____ (Note: Contestant Name)</p> <p>(Note: Mute yourself and lead applause)</p>	Toastmaster	<b>Ensure that the Audience is still muted and cameras are off. Unmute contestant #2</b>
<b>Silence</b>	We will now observe one minute of silence (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Request Third Contestant</b>	Sergeant at Arms <Sergeant at Arms> can you please have the third Evaluation contestant enter the main room.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Introduce Contestant</b>	<p>(Note: Contestant # 3 - Fill this in ahead of time) We can see you. Can we hear you?</p> <p>_____ (Note: Contestant Name),</p> <p>_____ (Note: Contestant Name)</p> <p>(Note: Mute yourself and lead applause)</p>	Toastmaster	<b>Ensure that the Audience is still muted and cameras are off. Unmute contestant #3</b>
<b>Silence</b>	We will now observe one minute of silence (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Request the Fourth Contestant</b>	Sergeant at Arms <Sergeant at Arms> can you please have the fourth Evaluation contestant enter the main room.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>

<b>Introduce Contestant</b>	<p>(Note: Contestant # 4 - Fill this in ahead of time) We can see you. Can we hear you?</p> <p>_____ (Note: Contestant Name),</p> <p>_____ (Note: Contestant Name)</p> <p>(Note: Mute yourself and lead applause)</p>	Toastmaster	<p><b>Ensure that the Audience is still muted and cameras are off.</b></p> <p><b>Unmute contestant #4</b></p>
<b>Silence</b>	We will now observe one minute of silence (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Request the fifth Contestant</b>	Sergeant at Arms <Sergeant at Arms> can you please have the fifth Evaluation contestant enter the main room.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Introduce Contestant</b>	<p>(Note: Contestant # 5 - Fill this in ahead of time) We can see you. Can we hear you?</p> <p>_____ (Note: Contestant Name),</p> <p>_____ (Note: Contestant Name)</p> <p>(Note: Mute yourself and lead applause)</p>	Toastmaster	<p><b>Ensure that the Audience is still muted and cameras are off. Unmute contestant #5</b></p>
<b>Silence</b>	We will now observe an indefinite period of silence while judges complete their ballots and ballots are collected.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
<b>Chief Judge</b>	<b>Toastmaster &lt;Toastmaster&gt;, all ballots have been collected.</b>	Chief Judge	Mute <All Attendees> <b>Unmute &lt;Chief Judge&gt;</b>
<b>Conclusion</b>	<p>Thank you, Chief Judge.</p> <p>This concludes our &lt;Club/Area/Division&gt; 2023 Fall Evaluation Contest.</p> <p>Let us turn on our cameras and unmute ourselves to give a generous round of applause for the Evaluation contestants. Each of them did a fantastic job!</p>	Toastmaster	<b>Unmute &lt;All Attendees&gt;</b>



<b>Interviews</b>	<p>Now is the time for us to get to know our Contestants.</p> <p>Welcome <b>&lt;Contestant&gt;!</b></p> <p>What is the name of your club, and which area and division do you belong to?          (Note: Ask only 1-2 questions from the contestant's bio. If they answer quickly, then ask one more question.)</p>	Toastmaster	<p>Mute &lt;All Attendees&gt; <b>Unmute &lt;Toastmaster&gt;</b></p> <p><b>Unmute &lt;Contestants&gt; Put on Speaker Mode.</b></p>
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	(Note: A second round of interview questions may be needed if at the end of interviewing the contestants you do not see the Chief Judge in the room)		
	<b>Conclusion:</b>		
<b>Final Toastmaster Comments</b>	<p>Now that the contest is complete, I'll ask our Contest Chair to continue with the rest of tonight's program.</p> <p>Please help me welcome tonight's chair, <b>&lt;Contest Chair&gt;.</b></p>	Toastmaster	<p>Mute &lt;All Attendees&gt; <b>Unmute &lt;Toastmaster&gt;</b></p>
<b>Conclude Contest</b>	<p>(Note: Introduction of Dignitaries based on Zoom Registration for Division Contest only in this order: • Past District Directors</p> <ul style="list-style-type: none"> <li>• Current Trio (DD, PQD, CGD)</li> <li>• Current Division Directors</li> <li>• Current Area Directors)</li> </ul> <p>Thank you for your past and current service to the district.          (Note: Skip introduction if your area/division/district, is not in attendance and cover it yourself)          Next, we will have our District Announcements presented by <b>&lt;District Announcement&gt;.</b></p>	Contest Chair	<p>Mute &lt;All Attendees&gt; <b>Unmute &lt;Contest Chair&gt;</b></p>

<b>District Announcements</b>	(Note: Begin with brief (1-2 min) District Highlights and end with script) Please go to D106tm.org's calendar to register for <Next level speech contest> on <Date/Time> to support the winner of these outstanding contests today. Also mark your calendars to attend the Annual <b>Spring</b> Conference May 3rd & 4 <sup>th</sup> 2024, when each division will send their Evaluation & International Speech contest winners to compete at the District level.	Next Level's Leader/Trio	Mute <All Attendees> <b>Unmute &lt;Next Level Leader &amp; Trio&gt;</b>
<b>Winners Announced</b>	(Note: Announce winners In <b>3rd, 2nd, 1<sup>st</sup></b> order)	Next Level's Leader(s)	Mute <All Attendees> Unmute <Next Level Leader & Trio>
<b>Thank you</b>	(Note: Briefly Thank all participants, all contest helpers, and attendees)	Contest Chair	Mute <All Attendees> <b>Unmute &lt;Contest Chair&gt;</b>
<b>Done</b>	Adjourns Meeting (Note: Reminder to submit your winners to the next level leader)	Contest Chair	Mute <All Attendees> <b>Unmute &lt;Contest Chair&gt;</b>