

International and Evaluation Contest – D100 Areas

AGENDA AND SCRIPT

Saturday, March 14, 2020 – <time> – <AltaMed or Caltech>

12:00pm PRE-CONTEST SET UP: Contest team

- Lectern, Flag, Medals, Contest Paperwork, Certificates, Thank You Notes, Miscellaneous Flyers, Timing lights/cards.

12:30pm PRE-CONTEST BRIEFINGS:

- **Chief Judge:** <Name>

Meet with judging officials, except Tie Breaker Judge whom is briefed separately. Use the Judges Briefing Guide (Download from <http://files.d100toastmasters.org/JudgesBriefingGuide.pdf>) and inform the judges of their role. Be certain to collect Judges Eligibility Forms from each judge and provide the necessary paperwork.

- **Toastmaster:** <Name>
 - Meet with contestants
 - Confirm Eligibility (all contestants) and Bio (International Contestants only) forms are completed (include email and phone number on forms) and give signed Certificates of Contestant Eligibility to Chief Judge for verification.
 - Remind contestants that the use of digital devices for an unfair advantage is prohibited. Also remind Evaluation contestants that they will have 5 minutes to fill out the provided evaluation form. No other paper is permitted, all writing stops at 5 minutes (to be enforced by the SAA)
 - Draw for speaking order. Each Area draws separately for order. Order cannot be changed. If a contestant is not present for the drawing, they receive the slot remaining.
 - Define speaking area.
 - Contestant advises Contest Chair/Toastmaster if they will be going into the audience or using props (a person can be a prop). Contestant has 1 minute for setup before being introduced.
 - Timer reviews timing rules - collects contestant speaking order info for the Chief Judge.
 - Note title of speech and verify name pronunciation.

12:55pm FIVE MINUTE WARNING FROM SAA: <Name>

1:00pm OPEN CONTEST

- **SERGEANT AT ARMS: <Name>**
 - Call audience to assemble.
 - Ask audience to “please be seated.”
 - Point out exits
 - Confirm restroom locations.
 - Turn off cell phones.
 - Introduce Contest Chair: *suggested intro:*

Ladies and Gentleman, it is my pleasure to introduce the Contest Chair of this Event <Name>.

1:00pm CONTEST CHAIR: <Name>

- Welcome members, guests, first timers, dignitaries, contestants;
- Contest Chair introduces dignitaries unless there are dignitaries competing then dignitaries are moved to the end of the contest

1:05pm CONTEST CHAIR: <Name>

- **ANNOUNCE:** that the doors remain closed during the contests.
- Inform audience that “no photos/videos can be taken unless previously authorized by the contestants.”
- Warm up the audience. 1-2 minutes.

1:15pm Call the Evaluation Contest to order

- Invite all Area Evaluation Contest contestants to speaking area.
- Review the contestant names and order of speaking for the audience and the judges.
- Inform the audience that the rules regarding eligibility, timing and speaking area have been reviewed with the contestants and judges.
- Inform the audience that this speech is a **2-3** minute evaluation of the test speech.
- Ask: **Chief Timer**, to please show the lights or cards.
 - Ask contestants: can you see the timing lights/cards?
- Ask: **Chief Judge:** are the judges ready?”
- Inform the audience that there will be **ONE** minute of silence between speakers.
- Inform the audience that after all speakers have completed their speeches, we will move directly to the International Competition.

INTRODUCE TEST SPEAKER

- **<Name>**
- “<Speech Title>”
- ““<Speech Title>”
- **<Name>**

TEST SPEAKER CONCLUDES THEIR SPEECH

SAA ESCORTS EVALUATION CONTESTANTS TO SEPARATE ROOM

- Inform the audience that the SAA will escort the contestants to a separate room to work on their evaluations

TOASTMASTER INTERVIEWS TEST SPEAKER

- Interview Test Speaker for 5 minutes to give Evaluation Contestants time to write Evaluation
- SAA monitors contestants and **collects all papers after 5 minutes**
- SAA hands papers to first contestant and escorts first contestant into the main contest room
- SAA will repeat the procedure of handing the contestants their notes and escorting them one-by-one into the main contest room until all contestants have delivered their evaluations
- NOTE: Contestants may remain in the main contest room after they have delivered their evaluation

INTRODUCE EVALUATION CONTESTANTS:

- Name
- Name
- Reminder: One minute of silence between contestants.
- Continue until all contestants have completed.
- Announce the close of the Contest
- After final contestant, **SILENCE** until the Chief Judge indicates to continue.
- Chief Judge, and counters collect the ballots and are seated for the next contest

CALL THE INTERNATIONAL CONTEST TO ORDER

- If desired, warm up audience 1-2 minutes.
- Invite all Area contest contestants to speaking area.
- Review the contestant names and order of speaking for the audience and the judges. Announce the name of each contestant.
- Inform the audience that the rules regarding eligibility, timing and speaking area have been reviewed with the contestants and judges.
- Inform the audience that this speech is a **5-7** minute speech.
- Ask: **Chief Timer**, to please show the lights.
- Ask contestants: can you see the timing lights?
- Ask: **Chief Judge**: are the judges ready?"
- Inform the audience that there will be **ONE** minute of silence between speakers.
- Inform the audience that after all speakers have completed their speeches, there will be **silence** until the Chief Judge indicates to the **Toastmaster** that all of the ballots have been collected. (There is no time limit).

INTRODUCE INTERNATIONAL CONTESTANTS:

- Name
- Title of Speech
- Title of Speech
- Name
 - Reminder: One minute of silence between contestants.
 - Continue until all contestants have completed
- After final contestant, **SILENCE** while the ballots are completed and wait until the Chief Judge indicates to continue.

INTERVIEW CONTESTANTS

- Call up all contestants, Evaluation and International
- Give handshake and presentation of Certificate of Participation to each Contestant and briefly interview each contestant while ballots are counted.
- *Photo op follows.*

AWARDS AND CLOSING

- Give handshake and presentation of Certificate of Appreciation to Toastmaster of the day, Timers, SAAs, Registration, etc.. Judges are not announced, but thanked for their service as “those who must, by the contest rules, remain anonymous”.
- Ask for brief announcements (Timer – 1 minute each).
- Thank you to audience and guests.
- Chief Judge presents the lists of winners to Contest Chair.
- **PRESENT THE MEDALS AND CERTIFICATES TO CONTESTANTS:**
<Toastmaster Name> and AREA DIRECTOR
 - Remind runner(s) up and winners to remain up front for photos *after the contest has been adjourned*.
 - Remind winners that they may also have their photos taken at the large Step & Repeat in the hall that has the Toastmasters Logo.
 - Present medals and certificates to each Division winner.
 - Announce 3rd, 2nd, and 1st place.
 - Announce that the 1st place winners move onto the District Conference, April 24 at the Cerritos College Student Center
 - Announce that the winner of the International Contest at the District level will move onto the International Regional Finals Judged virtually and then could move to the Semi-Finals in Paris, France in August!
 - Present medals and certificates. – **Division Director, <Name>**
 - **Immediately Adjourn the Contests.**
 - Photo Time if desired – Step and Repeat at Caltech Watson and Altamed