

2000 Evaluation Speech Contest MC script

Time	PIC	Script	Notes	SAAG
-00:05	Contest Chair	The English Speech Contest will start in about five minutes. Please be seated.		
		(Break)		
00:00	Contest Chair	<p>Fellow Toastmasters, honorable guests and distinguished contestants, I hereby call to order the 20●● <i>(please replace ●● Toastmasters Club /Area ●/Division ● whatever necessary)</i> Evaluation Speech Contest.</p> <p>I take this opportunity to thank all those who take part in the contest. I sincerely thank all guests for coming despite your busy schedule.</p> <p>I am ●● from the ●● Toastmasters Club. I am the Contest Chair and have the honor of serving as Master of Ceremony of this contest. (Applause)</p>		
	Contest Chair	<p>Now, I would like to introduce Area ● or Division ● Director to give us opening remarks.</p> <p>(Director gives his/her 2-minute remarks)</p> <p>Thank you very much, Area ● or Division ● Director.</p> <p>Then, let me introduce honorable guests. Please stand up and identify yourself.</p> <p><i>(Introduction of guests including district officers.)</i></p> <p>This contest is organized by the ●● Toastmasters Club. Now I would like to introduce contest officials for the contest. Please stand up when your name is called.</p> <p>Chef Judge: ●● Timers: ●●and●● Tally Counters: ●●, ●●and ●● SAA: ●●</p>	(They all rise and bow)	

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00:05	Contest Chair	<p>Now, I'd like to explain the contest procedures and rules.</p> <p>The contestants have been briefed on contest rules and procedures. The contestants have been also informed of the location of the timing signals and the speaking area.</p> <p>As for the speaking area, it's from here and here ... (<i>show where it is</i>)</p> <p>The contestants have also been briefed the timing procedures.</p> <p>Before starting the contest, I would like to confirm the general procedure.</p> <p>At the beginning of the contest, a five-to-seven-minute test speech is presented by a test speaker.</p> <p>During the test speech, all contestants are allowed to take preparatory notes.</p> <p>After the test speech, Contest SAA will take all contestants to a room for creating their evaluation. (or, All contestants create their evaluation in this room under the control of the Contest SAA.)</p> <p>A five-minute preparation time is given to all contestants.</p> <p>After five-minute preparation time, the first contestant starts evaluation.</p> <p>Contestant speech shall be from 2 to 3 minutes. Contestants who speak less than 1 minutes 30 seconds or more than 3 minutes and 30 seconds will be disqualified.</p> <p>Between each speech, there will be one minute of silence.</p> <p>A timer will announce after one minute.</p> <p>Following the last speaker, please be quiet until all judges finish their judging and the ballot counters have collected all ballots. (Contest Chair puts emphasis on "be quiet")</p>		
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		<p>We also ask you not to take any photos while the speeches are in progress. If you have not been given written permissions by all speakers or presenters regarding video or audio recording of the speech contest, you must not do so. We should also like to remind you that recording should not be shown to the third party without permission by all speakers and presenters.</p> <p>If you need to exit or re-enter the room during the contest, please do so between speeches, and not while the speeches are in progress.</p> <p>Have you got a comment sheet for all contestants? After writing comments, please put it in an envelope near the reception.</p> <p>We ask all members of the audience to please turn off all cell phones and other electronic devices and please leave them off during the contest.</p> <p>Please check your cell phones now.</p> <p>In the case where an earthquake or natural disaster occurs during the contest, and the Contest Chair decides to discontinue it and instructs you to leave the venue, please evacuate from the nearest available escape route.</p>		
00:08	Contest Chair	Chief Judge Toastmaster ●●, will you please report?		
	Chief Judge	Yes, I have collected all the Certificates of Eligibility and Originality from all the speakers, and confirmed that they are all in order. The judges have also been briefed accordingly.		
	Contest Chair	Thank you. May we move onto the contest?		
	Chief Judge	Yes, You may begin the contest.		
	Contest Chair	<p>Thank you.</p> <p>During the briefing, we determined the speaking order. Now I would like to announce the speaking order of the 5 contestants. (<i>in case there are 5 contestants</i>)</p> <p>The 1st speaker is ().</p> <p>The 2nd speaker is ().</p> <p>The 3rd speaker is ().</p> <p>The 4th speaker is ().</p> <p>Finally, the 5th speaker is ().</p> <p>On your program, please write the number in the parenthesis. (), (), (), (), ()</p> <p>I will repeat:</p>		

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	Contest Chair	Then, Toastmasters and guests, Let's start the 2015 ●● (Club, Area, Division) Evaluation contest! (Applause)		Set up the stage for the test speaker
00:12	Contest Chair	Now I would like to introduce the test speaker, Toastmaster (●●). The title is: " <i>Speech Title</i> ", " <i>Speech Title</i> ", Toastmaster (●●).	Waiting until the test speaker has the mike ready and the audiences are quiet	
	Test Speaker	(Speech starts: 5 to 7 minutes) (Speech ends)		
	Contest Chair	Thank you for your speech. <If you prepare another room> All contestants will move to another room to create their evaluation. They are given five-minute preparation time. Contestants, please follow the Contest SAA, bringing your preparatory note. <If you don't have another room> All contestants will stay in this room to create their evaluation. They are given five-minute preparation time. Fellow toastmasters, please don't make any noise for five minutes. (After five minutes) Five minutes have passed. Contestants, please hand in your preparatory note to the Contest SAA. The first contestant, Toastmaster (●●), please stay in this room. Other contestants, please follow the Contest SAA.	Upon being introduced, the contestant receives his/her preparatory notes	Contest SAA takes all contestant to another room. After 5 minutes, ask all contestants, except for the first contestant, to hand in their preparatory notes to Contest SAA. After 5 minutes, escort the first speaker to the contest room.

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00:21	Contest Chair	Let me introduce the first speaker, Toastmaster (●●). Toastmaster (●●).	Check these two points: 1. A contestant has the mike ready 2. Whether a contestant's preparatory note is returned Each contestant shall be introduced by announcing their names twice After their evaluation, each contestant is allowed to stay in the room and listen to other evaluation	
	Contestant #1	(Speech starts) (Speech ends)		
	Contest Chair	Thank you for your speech. We will have one minute of silence for judging.		Set up the stage for the second speaker Escort the second contestant to the contest room
00:30	Contest Chair	The 2nd speaker is Toastmaster (●●). Toastmaster (●●).	Check these two points: 1. Whether a contestant has the mike ready 2. Whether a contestant's preparatory note is returned	
	Contestant #2	(Speech starts) (Speech ends)		
	Contest Chair	Thank you for your speech. We will have one minute of silence for judging.		Set up the stage for the Third speaker Escort the third contestant to the contest room

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00:39	Contest Chair	The 3rd speaker is Toastmaster (●●). Toastmaster (●●).	Check these two points: 1. Whether a contestant has the mike ready 2. Whether a contestant's preparatory note is returned	
	Contestant #3	(Speech starts) (Speech ends)		
	Contest Chair	Thank you for your speech. We will have one minute of silence for judging.		Set up the stage for last speaker Escort the last contestant to the contest room
00:48	Contest Chair	The last speaker is Toastmaster (●●). Toastmaster (●●).	Check these two points: 1. Whether a contestant has the mike ready 2. Whether a contestant's preparatory note is returned	

	Last Contestant	(Speech starts) (Speech ends)		
00:57	Contest Chair	Thank you for your speech. Now is the time for the judges to complete their ballots. Fellow toastmasters, would you keep silent for a while? Ballot Counters, would you collect all ballot sheets? Timers, please give the report to Chief Judge? (Wait until Chief Judge will let you know the completion of collection.) Total time = 3 minutes 30 seconds (max time) X # of contestants + 1 minute X # of contestants + extra minutes ()		
00:59	Contest Chair	The Ballot Counters finish gathering ballots from all judges. The Chief judge, Timers, and Ballot counters will leave the room to tabulate the results.		Return the lectern to the back right of the stage

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01:00	Contest Chair	<p>We are going to have the interview session, and before the interview, I will give the certificate of participation to each contestant. (<i>Contest Chair hands Certificate of Participation to each contestant.</i>)</p> <p>Ladies and gentlemen, let me introduce our interviewer, Toastmaster ●● from ●● Toastmasters Club.</p> <p>Please welcome all contestants again to the lectern.</p> <p>From now on, you are allowed to take photographs.</p> <p>Thank you, contestants.</p> <p>Now I pass the control to our interviewer, Toastmaster ●●. Please welcome him/her with a big hand.</p>	<p>Hands certificates and also allows opportunities for photos.</p> <p>Interviewer arrives on stage.</p> <p>All contestants arrive on stage.</p> <p>Contest Chair moves out of the way.</p>	
01:05	Interviewer	<p>(Interview session starts.)</p> <p>By speech order</p> <p>1st contestant</p> <p>2nd contestant</p> <p>3rd contestant</p> <p>4th contestant</p> <p>5th contestant</p>		
01:25	Contest Chair	<p>Thank you Toastmaster ●● for the enjoyable interview. Thank you, contestants. Please go back to your seats.</p> <p>Now, Ladies and Gentlemen, the most exciting time has come. Let us move on to the awards presentation.</p> <p>I would like to invite Area ○○/Division ○○Director Toastmaster ●● for presenting a certificate and a trophy.</p>	<p>At some point the Chief Judge should have passed the results.</p> <p>1) No. of Time Disqualifiers</p> <p>2) 1st, 2nd 3rd place winners</p>	SAG gets the trophies and certificates ready

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01:27	Contest Chair	<p>I will announce the winners of the English Evaluation Contest.</p> <p>(First, I announce that all contestants are qualified.) OR (First, I have to announce that (#) contestants out of 5 speakers are unfortunately disqualified because their speeches were longer than allowed time.)</p> <p>It's time to announce the contest results and award the first, second and third place of the contest.</p> <p>Our third place winner is Toastmaster _____.</p> <p>[He/she comes to the podium to receive a certificate and trophy from Director TM ●●.]</p> <p>Our second place winner is Toastmaster _____.</p> <p>[He/she comes to the podium to receive a certificate and trophy from Director TM ●●.]</p> <p>The winner of the 20●● (●● Toastmasters Club /Area ●/Division ●) International Speech Contest is Toastmaster _____.</p> <p>[He/she comes to the podium to receive a certificate and trophy from Director TM ●●.]</p> <p>If you want to take photos, please come forward.</p>	<p>Trophies are presented only at Division and District contests, but not at Area contests.</p> <p>Award Presentation and Photography (for 3rd, 2nd and 1st winners)</p> <p>Group Photo</p>	
01:32	Contest Chair	<p>All contestants, congratulations!</p> <p>Fellow Toastmasters, please give all contestants a big round of applause.</p> <p>Toastmaster _____ will represent our club/area/division at the (Area ○○/Division ○○/District 76) Evaluation Contest.</p>		
01:41	Contest Chair	Now, I'd like to introduce the hosting club President, Toastmaster●● for the closing remarks.		
	President ●●	(Closing remarks) – 2minutes		

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01:44	Contest Chair	<p>Thank you Toastmaster ●●.</p> <p>Toastmaster ○○○○ will announce ○○○○.</p> <p>Announcement #1 A next level contest</p> <p>Announcement #2 Information of a party</p> <p>Thank you very much.</p>		
01:45		<p>Finally, as the Master of Ceremony, I would express my cordial appreciation to role takers, contestants, and all of you for supporting us to make this speech contest a success. Thank you very much.</p> <p>Now, the 20●●. (Area●●/Division ●●) Evaluation Contest is adjourned.</p>		

(Final revision: August 2015)