

## Evaluation Contest MC/Contest Chair's Briefing Script

論評コンテストブリーフィングシナリオ例（2015版）(Please note that this script is just a guideline for the things to be mentioned during the contestant briefing. Also please check the official contest rulebook for more details.)

### Attendants for this briefing

- Contest Chair (act as a moderator in the briefing)
- Contestants (hand in the necessary documents to the contest chair / confirm the contest rules and procedures / test any amplifying equipment)
- Contest SAA (confirm the contest procedures and tasks as a Contest SAA / Especially for the preparatory notes, check these timings:
  1. Writing in the contestants' names and their orders,
  2. Returning them to the contestants)
- Stage and Mike SAA (Confirm the stage settings and attend the mike test)

\*Contest Chair should define the speaking area and inform Chief Judge of it before the briefing.

Ladies and Gentlemen, (Good Morning/ Good Afternoon) I am ●● and I'm the contest chair for this contest. I would like to thank all of you for coming, and I greatly appreciate all your efforts in making this contest an excellent one.

Now first off I would like to check attendance. As I call your names please say "here." If I make any mistake in the pronunciation of your names please correct it.

1. TM ( )
2. TM ( )
3. TM ( )
4. TM ( )
5. TM ( )
6. TM ( )
7. TM ( )
8. TM ( )

Now, please hand over the eligibility forms. For those of you who have not yet filled out the eligibility form completely, please hand in after I have confirmed your name.(If needed write the corrections here)

## Evaluation Contest MC/Contest Chair's Briefing Script

1. TM ( )

2. TM ( )

3. TM ( )

4. TM ( )

5. TM ( )

6. TM ( )

7. TM ( )

8. TM ( )

(Have those who have not completed the eligibility form to do so. If there are any mistakes or information missing please take the opportunity to have these corrected.)

If you wish to record your speech, please hand in "Photograph & Video Release Form."

(If some contestants forget to bring it, get them to fill in it. If some contestants don't hand in it, confirm that they refuse recording.)

(If a speaker is late)

Currently, TM○○ is has not arrived to the briefing. In the event that (he/she) doesn't show up (his/her) replacement TM○○ is free to attend the briefing. Further if for some reason that TM○○ doesn't show up before the contest starts, (he/she) will be disqualified and (his/her) replacement TM○○ will participate in the contest.

First of all, I would like to explain an important change in the 2015 Contest Rulebook, which affects Evaluation Speech contest.

"Contestants may not use digital or other devices during the contest to gain an unfair advantage."

It is hard to clarify the definition what the digital device is. In this contest, we, all contest officials, believe that all contestants take part in the contest with you sincere and earnest attitude.

The judgement for the definition of the digital device is entrusted to contestants.

Now, I will go over the rules.

If you have any questions please feel free to interrupt at any time. The speech contest is conducted under the Toastmaster International Speech Contest Rulebook Year 20○○. All evaluations need to be substantially original, for any reason if evaluations have been taken published material, previous speech given by other people etc. you will be disqualified. Any

## Evaluation Contest MC/Contest Chair's Briefing Script

of you feel another speaker has presented unoriginal material please let either myself or the Chief Judge know after the speaker has finished.

Further all speakers must be members in a good standing. This means that the members have paid their dues, and the dues sent to Toastmasters International. If Toastmasters International has not received dues before this contest (and any previous level contest before this one) the speaker will be immediately disqualified.

There is no regulation for the completion of the competent communication manual. Any member of a club that has chartered after July of this term and before the area contest could compete the contest.

Next I will go over the timing.

At the beginning of this contest, a five-to-seven-minute test speech will be presented by a test speaker. The signaling device will be in full view of a test speaker and a measured amount of time will be announced by Contest Chair after his/her speech.

Next, a preparation time.

You are given five-minute preparation time after the test speech. I would like to explain it in detail later.

Thirdly, the speech needs to be more than 1 minutes 30 seconds and less than 3 minutes than 30s. If the time is over or under these limits, it is disqualified. The speech starts when the speaker makes the first clear communication to the audience. This could be either in words or by some clear gestures.

The green signal will be shown at 2 minutes. The yellow signal will be at 2 minutes 30 seconds. The red will be at 3 minutes. When the speaker goes over 3 minutes 30 seconds, the red signal will remain visible until the speech ends.

After each speech there will be one minute of silence. During that time the next speaker move the seat at the front and get ready.

Then, I am going to explain the general evaluation preparation procedure.

You listen to a test speech at a designated place. You can take notes during the test speech using materials of your choice. Contest officials also prepare for A4 size blank paper, and now distribute it to you. Please write down your name and speech order at the upper right side of your preparatory notes.

## Evaluation Contest MC/Contest Chair's Briefing Script

<In case that you provide another room to create drafts for evaluation>

Today, we will provide a preparation room. After the test speech, The Contest SAA TM •• will escort you to another room. You are given five-minute preparation time. Timing and preparation supervision will be under control of the Contest SAA TM ••.

Contest SAA TM ••, please direct each contestant to write down their names and evaluation orders before starting to count five minutes.

After five minutes, all contestants, except for the first contestant, shall hand their written materials to the Contest SAA TM ••. Before handing, please be sure whether your names and orders are written. The first contestant is escorted to the contest room by the Contest SAA TM ••. Preparation materials shall be handed back to contestants by the Contest SAA TM •• as your names are introduced.

After finishing your evaluation, you can stay in the room and enjoy other evaluation.

As each contestant completes their evaluation, the next contestant is escorted to the contest room by the Contest SAA TM ••.

<In case that you don't provide another room to create drafts for evaluation>

Today, you create your evaluation in the contest room. After a test speech, you are given five-minute preparation time. Timing and preparation supervision will be under control of the Contest SAA TM ••.

Contest SAA TM ••, please direct each contestant to write down their names and evaluation orders before starting to count five minutes.

After five minutes, all contestants, except for the first contestant, shall hand their written materials to the Contest SAA TM ••. Before handing, please be sure whether your names and orders are written.

The first contestant, TM •• will prepare for the mike at the designated area. (Please point out the area) Preparation materials shall be handed back to contestants by the Contest SAA TM •• as your names are introduced. After finishing your evaluation, you can stay in the room and enjoy others.

The Contest SAA TM •• will take all other contestants out of the contest room, and wait until your order comes.

As each contestant completes their evaluation, the next contestant is escorted to the contest room by the Contest SAA TM ••.

Do you have any questions?

Next we will determine the speaking order,

(You can use any method that fairly determine the order. For example, I have written numbers 1 through 10 on these small pieces of folded paper. Each of you will take one and let me know which number you got. Who would like to go first? Ok. TM 10, what number did you get? etc. )

(Finally check that the speaking order is correct.)

## Evaluation Contest MC/Contest Chair's Briefing Script

Next I will explain the speaking area

(The explanation will vary depending on the venue. Ex. The speaking area is from the left wall all the way to right wall. It also extend to the back wall all the way to the just before the first row of chairs.)

The timers will be located here. (Point to the location) The mikes are located here and here (Point to location), and the (lectern/podium) is initially located here. (Point to the location) If you have any preference at the location of the (lectern/podium), need of a whiteboard, or there equipment please confirm. (Contest chair should have already asked about need of the whiteboard, lectern/podium beforehand. This is just a check to see if there are last minute changes or mistakes)

1<sup>st</sup> speaker TM ○○ (Ex. You want the lectern/podium moved off to the side right? And you would like to use a pin mike? etc.)

Now let's do a mike check. (Allow each speaker to test either hand or pin mikes)

Do you have any questions? (Please wait a few seconds, if there are none move on.)

Contestants, any questions?

Both contest officials and the audiences are looking forward to listening your great evaluation. Thank you for listening and let's have a great contest.