




# Evaluation Contest Briefing for Contestants








This form is NOT an official document; the Toastmasters Speech Contest rulebook for the current year is the sole authority for contest rules. To ensure a smooth contest, this document presents rules and recommendations in a cohesive script for briefing contestants. The following icons are used to denote portions of the document that are rules or recommendations denotes a:

 rule      and       recommendation.












## Gather all contestants and cover the following points:

-  Contest chairs, chief judges, voting judges, tiebreaking judges, timers, counters, test speakers and sergeants at arms may not compete in the contest at which they are serving in any of these roles.
-  If a contestant is absent from the briefing, they waive the opportunity to receive a briefing. Notify alternate contestants that they should attend the briefing. If the primary contestant is not present at the contest when the Contest Chair is announced, they are ineligible to compete and the alternate will compete in their place.
-  If the primary contestant arrives after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided they report to the contest chair upon arrival and have all required paperwork in good order before the person conducting the contest is introduced to begin the contest.

## Eligibility

-  Be a member in good standing of a club in good standing at the level they are competing; i.e. dues received at WHQ and maintain eligibility at all levels of any contest.
-  No contestant can compete in more than one area speech contest of a given type, even if the two Areas are in different Divisions or Districts.
-  Not be a member serving as a chief judge, voting judge, or tiebreaking judge beyond the club level for a contest in which the member is still competing or intends to compete, Not be a current District or International officer, nor have declared the intent to run for District or International office (i.e. District director, Area director, etc.)
-  Area level and above: Not be a presenter of educational sessions at the event at which the contest is held
-  Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.
-  Confirm that all contestants provided their Speech Contestant Profile (1189)
-  Confirm that all contestants provided their Speaker's Certification of Eligibility and Originality (1183) forms to the Chief Judge.

## Procedures

-  At the beginning of the contest, a five (5)- to seven (7)-minute test speech will be presented. The test speech must be a contest-type speech, or a project speech from the Toastmasters Pathways learning experience. Neither the test speaker's project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
-  Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one (1) sheet may be used.
-  Once the test speech is delivered, all evaluation contestants are required to leave the room, escorted by a sergeant at arms. Contestants are given five (5) minutes to prepare their evaluation, using the Evaluation Contestant Notes sheet (item 1177). The sergeant at arms escorting the contestants times the five (5) minutes
-  After five (5) minutes have elapsed, no further preparation is allowed and all contestants must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
-  If the location where the contest is held cannot prevent contestants outside the room from contacting the audience, no one will be allowed in or out of the room between the first contestant and the last contestant.
-  The test speaker will be introduced as name, speech title, speech title, name.
-  At the conclusion of the test speech, instruct the sergeant at arms to escort all contestants out of the room to prepare their notes) Use this time to interview the Test Speaker.
-  After five (5) minutes has elapsed, each contestant will be escorted back into the room one at a time once their time to speak has arrived.
-  To eliminate perception of bias, the contest chair must introduce each contestant by announcing the contestant's name twice.
-  Inform speakers where the timing devices are located.
-  Time of speech is 2 - 3 minutes. Speeches less than 1 minute 30 seconds or more than 3 minutes 30 seconds will be disqualified.

- 🔊 The warning signals are lights or cards. They will be displayed as follows (👉ensure the timekeepers display the warning signals as you indicate timings):
  - 🔊 **Green signal at 2 minutes,**
  - 🔊 **Amber signal at 2 minutes 30 seconds,** and
  - 🔊 **Red signal at 3 minutes** and will remain displayed until the speaker has concluded. No signal shall be given to indicate a speaker has gone overtime.
- 🔊 If the signal or timing equipment fail, a speaker is allowed 30 seconds extra before being disqualified.
- 🔊 Timing starts with the first definite verbal or nonverbal communication with the audience.
- 🔊 There will be one minute of silence between speakers.
- 🔊 After the results are announced, all decisions are final.
- 🔊 The taking of photographs during the speeches is not permitted.
- 👉 Recording speeches during the contest is not permitted without the preauthorization of the Contest Chair; if authorized, these will be unobtrusive to the contestants.
- 👉 Once all contestants have spoken, an interview will be conducted. (If one contestant or more is competing in other contests, wait until they have concluded their last contest to interview them.)
- 👉 Confirm the proper pronunciation of the contestant's name
- 👉 Confirm whether any of the contestants will use the lecternthe lectern
- 🔊 Have the contestants draw lots (pieces of paper marked with numbers or cards) to determine the speaking order.
- 🔊 Define the speaking area. All contestants will speak from the same platform or Area designated by the contest chair. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking Area before the contest begins.
- 🔊 All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.
- 🔊 Before the contest, let the contestants walk around the speaking area and test the microphone, if available.
- 🔊 Protests are limited to eligibility, and originality, and reference to another contestant's speech and must ONLY be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner(s) and alternate(s). Protests from audience members are not considered.
- 👉 Check whether contestants have any questions.