

District 61 Speech Contest Script

Evaluation Contest

__:00 PM Call the contest to Order and introduce the Contest Chair Sgt at Arms
__:01 PM Welcome to the *(State level, i.e. Club/Area/Div/Dist) Evaluation* held at *(Where the contest is held)* for *(year)* Contest Chair
__:03 PM Background information for the benefit of guests and new members:
The winner of the *Evaluation* contest will advance to the:
Level: (Area, Division, District) contest on:

Date: _____

Location: _____

Chief Judge Acknowledge Chief Judge and confirm that all judges are briefed and ready.

Purpose Provide an opportunity for speakers to improve their speaking abilities and recognize the best as encouragement to all.

Provide an opportunity to learn by observing other speakers.

Speaking Order (Speaking order determined by lot)

___ *Name* _____ ___ *Name* _____
___ *Name* _____ ___ *Name* _____
___ *Name* _____ ___ *Name* _____
___ *Name* _____ ___ *Name* _____

Eligibility To be eligible a contestant must:

1. Be a member in good standing of the club in which he or she is competing; i.e. dues sent and received at WHQ.
2. Not be a current District or International officer, nor have declared the intent to run for District or International office (i.e. District Treasurer, Area Governor, etc.)
3. Area, Division and District contests: Not be presenters of educational sessions at the event at which the contest is held.

Procedures 🍷 *Note: If time is an issue, no need to explain the rules.*

4. Recording speeches or taking pictures during the contest is not permitted without the preauthorization of the Contest Chair; if allowed, it will not distract the contestants.
5. Turn off pagers, cell phones or any object that might make noise during the contest.
6. No one is allowed in or out of the room while a contestant is speaking.
7. Once the test speaker has delivered a 5 -7 min speech, all evaluation contestants will be escorted out of the room by a Sgt. at Arms and given 5 min. to prepare for their evaluation. (It is the responsibility of the Sgt. at Arms escorting the Evaluation Contestant to calculate the 5 min.).
8. After 5 min., the Sgt. at Arms will take all notes from the participants. Contestants will be escorted back into the room by a Sgt. at Arms one at a time once their time to speak has arrived and their notes returned to each contestant as they are introduced to present their evaluation.
9. 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 until the last contestant.
10. To eliminate perception of bias, introduce each contestant as follows:

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Name, Name (No number)


11. Time of speech is 2 - 3 minutes. Speeches less than 1 minute 30 seconds or more than 3 minutes 30 seconds will be disqualified.
12. The lights will be activated as follows (ensure the timekeepers activate the lights/cardboards as you indicate timelines):
 - a. Green Light at 2 minutes
 - b. Amber Light at 2 minutes 30 seconds
 - c. *Red Light at 3 minutes and will stay on until the speaker has finished speaking. No notice shall be given to indicate a speaker has gone overtime.*
13. There will be one minute of silence between speakers.
14. Protests may be entered ONLY by the contestants or judges to either the Chief Judge and/or Contest Chair.
15. After the results are announced, all decisions are final.

Start Contest

__:10 PM

16. Introduce the Test Speaker:
17. Introduce the Test Speaker as Name, Title, Title, Name.
18. Upon conclusion of the speech allow 5 min. to escort the contestants out of the room. Use this time to interview the Test Speaker.


After 5 minutes has elapsed, Introduce the first contestant
Name, Name (No number)

 *After each contestant allow one minute of silence for the judges.*

Speaking Order	Name (repeated twice)
1	
2	
3	
4	
5	
6	
7	


After all contestants have spoken:

- a. Remind Judges to sign and raise their ballots when ready.
- b. Ask the Chief Judge and Ballot Counters to collect the Ballots.
- c. After all ballots are collected you may interview the Contestants and hand out certificates of participation:
 - o For contestants competing in more than one contest, wait until their last contest is concluded before interviewing those contestants.

 *If this is the first contest and time is a concern, go straight into the next contest after all ballots are collected and conduct all interviews at the end of the contest while the ballots are tabulated.*

__:00 PM

Break or Closing of Contest depending of choice of contest order.

 **Important:** *If closing the contest, see Closing the Contest document*