

# Contest Master Script

(For moderating an **EVALUATION** and an **International Speech** Contests)

● Acknowledge the audience

● Welcome to the: \_\_\_\_\_ **EVALUATION** and  
*(Club, Area, Division and/or District Name)*

**International Speech** Contests.

● Today's winners will represent \_\_\_\_\_ in the  
*(Club, Area, Division and/or District Name)*

\_\_\_\_\_ **EVALUATION** and **International**  
*(Area, Division and/or District Name)*

**Speech** Contests to be held on \_\_\_\_\_ at the \_\_\_\_\_  
\_\_\_\_\_ in \_\_\_\_\_.

If the first place winner is unable to attend, the 2nd place winner (or alternate) will speak in their place.

● Announce speaking order:  
**EVALUATION** Contest

- #1 \_\_\_\_\_
- #2 \_\_\_\_\_
- #3 \_\_\_\_\_
- #4 \_\_\_\_\_
- #5 \_\_\_\_\_
- #6 \_\_\_\_\_
- #7 \_\_\_\_\_
- #8 \_\_\_\_\_

## **International Speech** Contest (Optional)

- #1 \_\_\_\_\_
- #2 \_\_\_\_\_
- #3 \_\_\_\_\_
- #4 \_\_\_\_\_
- #5 \_\_\_\_\_
- #6 \_\_\_\_\_
- #7 \_\_\_\_\_
- #8 \_\_\_\_\_

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- The speakers have prepared and worked hard to be here today. They deserve our respect and consideration. In the spirit of this:
  - ☀ Turn off all electronic devices that may produce an audible sound (pagers, cell phones, watches)
  - ☀ Please do not take any photos during the contest - not even during the moment of silence. (You will have an opportunity during interviews or as winners are announced)
  - ☀ Audio or video recording is not permitted without the prior written permission of the contestants.
  - ☀ Please keep the aisles clear (no obstructions)
  - ☀ No one will be allowed to enter or exit the room during the speeches. Such activity will only be permitted during the one minute of silence.
  
- The speaking area was defined upon during our contestant briefing. The agreed upon area extends from \_\_\_\_\_.  

*(Give dimensions of speaking area)*

A speaker that steps out of the speaking area is not disqualified but may be marked down in "Delivery" by the judges on their ballots.
  
- Following the pattern speech one Sergeant-at-Arms will escort all the contestants to a pre arranged area where they will have five minutes to compose their notes prior to their presentation. When the five minutes have expired, the other Sergeant-at-Arms will inform the contestants that they must turn in their notes. Collect all of the contestant's notes, placing them in the order of their presentations. Then escort the first contestant back to the Contest Room, where their notes will be returned just prior to their introduction.
  
- Timing and judging will begin with the contestant's first definite verbal or nonverbal communication with the audience.
  
- I will announce the contestant's name, pause and repeat the contestant's name. No other introductions or comments will be made while introducing the contestants.
  
- Will a timer, please explain the timing for our contestants, judges and guests?
  - ⚡ All speeches shall be from two to three minutes. Contestants who speak less than one minute and 30 seconds, or more than three minutes and 30 seconds will be disqualified.
    - The green light will be turned on at two minute and remain on for 30 seconds.
    - The amber light will be turned on at two minute, 30 seconds and remain on for 30 seconds.
    - The red light will be turned on at three minutes and remain on until the speech is concluded. No audible device, such as a buzzer, shall be used for the overtime period.
  
- The timing lights are visible to the contestants.
  
- There will be one minute of silence after each speaker during which the judges will mark their ballots and contestants will setup or remove their props. Please honor this one minute of silence in respect and consideration to the speech contestants.

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■ After the last one-minute-of-silence, I will ask the judges to total up their scores and fill out the ballot form. The counters and Chief Judge (ask them to stand so everyone sees who they are) will go around and collect the ballots from the judges. The judges will hold up their ballots when they are ready to be picked up. I will ask you, the audience, to remain seated and quiet during this time. Once all the ballots have been collected, the Chief Judge and counters will leave the room to tally them up. If any judge needs more time to total up their ballots, please leave the room and follow the Chief Judge. I will then interview the contestants so you can learn more about them.

■ Are the timers ready? Chief Judge Have the judges been briefed?  
We are ready then. Let the contest begin.

■ Our pattern speaker will speak for 5 to 7 minutes are the timers ready to time this speech?

■ Our pattern speaker today is

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Title)

*REPEAT:* Title Name

■ Will one Sergeant at Arms please escort all the contestants from the room, to the pre arranged area where they will have five minutes to compose their notes prior to their presentations? When the five minutes have expired, the other Sergeant-at-Arms will inform the contestants that they must turn in their notes, collect all of the contestant's notes, placing them in the order of their presentations and escort the first contestant back to the Contest Room, where their notes will be returned just prior to their introduction.

■ Will the timers give me a light in five minutes?

■ Interview of Pattern Speaker.  
Allow approximately 5 minutes

■ Contestant \_\_\_\_\_.

*(See SPEAKERS SHEET to conduct this part of the contest)*

After each speaker, ask one of the timers to give you a minute (*preferably the one who isn't running the timing lights*). Remind the audience to be quiet during the one minute of silence.

After the one-minute-of-silence is over for the last speaker, say

■ The timing lights are visible to the contestants.

■ Judges total up your score sheets and fill out your ballot forms. Remember to sign your ballot! When you're finished, please hold up the ballot so a counter or the chief judge may pick it up from you.

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■ **Audience, remain quiet out of consideration to the speakers and judges.**

Allow a reasonable amount of time for judges to fill out their ballots. Remind them to leave the room if they need more time.

Once all the ballots have been collected and the Chief Judge and counters have left the room, tell everyone to relax. Now you can call up the contestants, one at a time, in order that they spoke and interview them. Keep the process upbeat and give equal air time to each contestant. Present a certificate of participation to each contestant.

Don't worry about having to stall for the announcement of the winners. It's okay to take a break or have some Club, Area, Division or District announcements made while waiting for the contest results. (This should be discussed in advance with the Club or District Officer in charge so you know what to do). We've learned from experience, at the District level, that once the results are announced, people leave. So we use this time to make any other announcements or give out awards.

■ **Evaluation Contestant interviews.** (Optional)

✚ **Ask them to state their Club Name and Number, Area and Division.**

✚ **Ask a probing question to help the audience get to know the contestant better.**

■ **Break**

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## ■ Resume Contest

■ Announce speaking order again:

### **International Speech** Contest

- #1 \_\_\_\_\_
- #2 \_\_\_\_\_
- #3 \_\_\_\_\_
- #4 \_\_\_\_\_
- #5 \_\_\_\_\_
- #6 \_\_\_\_\_
- #7 \_\_\_\_\_
- #8 \_\_\_\_\_

## ■ Reminders:

- ☀ Turn off all electronic devices that may produce an audible sound (pagers, cell phones, watches)
- ☀ Please do not take any photos during the contest - not even during the moment of silence. (You will have an opportunity during interviews or as winners are announced)
- ☀ Audio or video recording is not permitted without the prior written permission of the contestants.
- ☀ Please keep the aisles clear (no obstructions)
- ☀ No one will be allowed to enter or exit the room during the speeches. Such activity will only be permitted during the one minute of silence.

■ The speaking area was defined upon during our contestant briefing. The agreed upon area extends from \_\_\_\_\_.

*(Give dimensions of speaking area)*

A speaker that steps out of the speaking area is not disqualified but may be marked down in "Delivery" by the judges on their ballots.

■ Timing and judging will begin with the contestant's first definite verbal or nonverbal communication with the audience.

■ I will announce the contestant's name, title of speech, title of speech and the contestant's name. No other introductions or comments will be made while introducing the contestants.

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- **Will a timer, please explain the timing for our contestants, judges and guests?**
  - ⚡ All speeches shall be from five to seven minutes. Contestants who speak less than four minutes and 30 seconds, or more than seven minutes and 30 seconds will be disqualified.
    - The green light will be turned on at five minutes and remain on for one minute.
    - The amber light will be turned on at six minutes and remain on for one minute.
    - The red light will be turned on at seven minutes and remain on until the speech is concluded. No audible device, such as a buzzer, shall be used for the overtime period.
- **The timing lights are visible to the contestants.**
- **There will be one minute of silence after each speaker during which the judges will mark their ballots and contestants will setup or remove their props. Please honor this one minute of silence in respect and consideration to the speech contestants.**
- **After the last one-minute-of-silence, I will ask the judges to total up their scores and fill out the ballot form. The counters and Chief Judge (ask them to stand so everyone sees who they are) will go around and collect the ballots from the judges. The judges will hold up their ballots when they are ready to be picked up. I will ask you, the audience, to remain seated and quiet during this time. Once all the ballots have been collected, the Chief Judge and counters will leave the room to tally them up. If any judge needs more time to total up their ballots, please leave the room and follow the Chief Judge. I will then interview the contestants so you can learn more about them.**
- **Are the timers ready? Chief Judge Have the judges been briefed? We are ready then. Let the contest begin.**

*(See SPEAKERS SHEET to conduct this part of the contest)*

After each speaker, ask one of the timers to give you a minute (*preferably the one who isn't running the timing lights*). Remind the audience to be quiet during the one minute of silence.

After the one-minute-of-silence is over for the last speaker, say

- **The timing lights are visible to the contestants.**
- **Judges please total up your score sheets and fill out your ballot forms. Please remember to sign your ballot! When you're finished, please hold up the ballot so a counter or the chief judge may pick it up from you.**
- **Audience, remain quiet out of consideration to the speakers and judges.**

Allow a reasonable amount of time for judges to fill out their ballots. Remind them to leave the room if they need more time.

Once all the ballots have been collected and the Chief Judge and counters have left the room, tell everyone to relax. Now you can call up the contestants, one at a time, in order that they spoke and interview them. Keep the process upbeat and give equal air time to each contestant. Present a certificate of participation to each contestant.

Don't worry about having to stall for the announcement of the winners. It's okay to take a break or have some Club, Area, Division or District announcements made while waiting for the contest results.

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(This should be discussed in advance with the Club or District Officer in charge so you know what to do). We've learned from experience, at the District level, that once the results are announced, people leave. So we use this time to make any other announcements or give out awards.

## ● Contestant interviews.

✚ Ask them to state their Club Name and Number, Area and Division.

✚ Ask a probing question to help the audience get to know the contestant better.

## ● Closing remarks.

The Chief Judge will hand you the results (the certificates all filled out). Introduce whoever else (dignitary / officer-in-charge) who have been identified to assist you in announcing and handing out the certificate(s) [and trophies]. Take a moment to thank all the contestants, judges, timers, counters and anyone else who was involved in the contest.

## ● Call up the Officer-in-Charge who is supposed to close the event.

Announce the winners in the following order:

3<sup>rd</sup> [if 5 or more contestants], 2<sup>nd</sup> [always], and 1<sup>st</sup>

Check the contest rule book for guidance on this.

(Please do not make all the contestants stand in front of the audience as you announce. It's hard to hide disappointment if you don't win.

Call each winner one at a time and have them stand there if there is a photographer present).

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## EVALUATION CONTEST

### SPEAKERS SHEET

**SPEAKER #1** \_\_\_\_\_ (Name)

*REPEAT:* Name

**SPEAKER #2** \_\_\_\_\_ (Name)

*REPEAT:* Name

**SPEAKER #3** \_\_\_\_\_ (Name)

*REPEAT:* Name

**SPEAKER #4** \_\_\_\_\_ (Name)

*REPEAT:* Name

**SPEAKER #5** \_\_\_\_\_ (Name)

*REPEAT:* Name

**SPEAKER #6** \_\_\_\_\_ (Name)

*REPEAT:* Name

**SPEAKER #7** \_\_\_\_\_ (Name)

*REPEAT:* Name

**SPEAKER #8** \_\_\_\_\_ (Name)

*REPEAT:* Name

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## INTERNATIONAL SPEECH CONTEST

### SPEAKERS SHEET

**SPEAKER #1** \_\_\_\_\_ (Name)  
\_\_\_\_\_ (title)

*REPEAT:* Title Name

**SPEAKER #2** \_\_\_\_\_ (Name)  
\_\_\_\_\_ (title)

*REPEAT:* Title Name

**SPEAKER #3** \_\_\_\_\_ (Name)  
\_\_\_\_\_ (title)

*REPEAT:* Title Name

**SPEAKER #4** \_\_\_\_\_ (Name)  
\_\_\_\_\_ (title)

*REPEAT:* Title Name

**SPEAKER #5** \_\_\_\_\_ (Name)  
\_\_\_\_\_ (title)

*REPEAT:* Title Name

**SPEAKER #6** \_\_\_\_\_ (Name)  
\_\_\_\_\_ (title)

*REPEAT:* Title Name

**SPEAKER #7** \_\_\_\_\_ (Name)  
\_\_\_\_\_ (title)

*REPEAT:* Title Name

**SPEAKER #8** \_\_\_\_\_ (Name)  
\_\_\_\_\_ (title)

*REPEAT:* Title Name