**Division XX Evaluation Speech Contest Script - Hybrid**

**Day, Date 2024**

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| 1:00pm | SAA | * Call to assembly * Remind virtual attendees to turn off and keep off audio and video * Remind in person attendees to silence phones and other devices! * Explain that the restrooms are across the street at the train station |
|  | Tech Master | * Shares image of United States flag |
| 1:05pm | SAA | * Leads the pledge of allegiance. * Introduce the Division Director |
| 1:10pm | Division Director | * Division Director calls meeting to order. * Welcomes Dignitaries * Introduce the Inspirational Speaker 2-3 minutes message |
| 1:12 | Inspirational Speaker | * Inspirational Speaker gives a short inspirational message 2-3 minutes * Return control to the Division Director |
| 1:15pm | Division Director | * Introduce OLLI Liaison for a few words about OLLI 1-2 minutes |
| 1:18pm | OLLI Liaison | * OLLI @ UCI for facility orientation * Return control to Division Director |
| 1:23pm | Division Director | * Introduce Contest Toastmaster of the Day |
| 1:25pm | Contest Toastmaster of the Day | * A few words of welcome – build excitement! * Contest Housekeeping messaging: * **Must Read the disclaimer from the screen:**   *By attending this remote or hybrid Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.*   * Introduces the Contest Master for Evaluation Contest |

**DIVISION EVALUATION SPEECH CONTEST BEGINS**

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| 1:30pm | Evaluation Contest Master | * Briefly explain what Evaluation Contests are and how the contest will proceed:   + There will be 1 contest featuring the winning contestants from the Area Contests competing for the coveted Division Contest Winner. The winner today will move forward to the District Evaluation Speech Contest on May 4th * At the beginning of the contest, a five (5)- to seven (7)-minute test speech will be presented. * 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.   **MUST SAY:**   * *Contestants/speakers will be either online/virtual or in-person* * *Virtual contestants will use virtual Timers; in-person contestants will use the in-person Timers.* * *All evaluators will receive 5 minutes time to prepare their evaluation using the Evaluation Contestant Notes sheet after they have been sequestered (either in the OLLI conference room in-person or online in a breakout room). After the initial 5 minutes, further notes will not be allowed – in-person contestants will be handed their notes as they approach the stage for their delivery.* * *Timing and preparation supervision will be under the control of the contest Sergeants at Arms.* * *All Contestants will be sequestered to not hear other Contestant’s evaluations* * *There will be 90 seconds of silence between each speaker for judges to mark their ballot. After the final contestant, the ballots will be collected from the in-person judges while the online judges will be moved to their breakout room.* * *Photography is not allowed during the contest. The Tech Master will record each speech separately for distribution after the contest.* * *No one is allowed to exit or enter the room, in-person or online, while a contestant is speaking. During the contest, people will be allowed to enter the room, in-person or online, only during the time between contestants.* * *The speaking order was determined by random drawing prior to the start of the contest.* * The Evaluation Contest Master now introduces all speakers in speaking order (in-person contestants will come up and stand on stage; online contestants will turn Audio and Video on) * Ask the timers to read the timing rules and demonstrate the timing lights. |
|  | Timers | * In-person Timer reads the timing rules and demonstrates timing lights for in person contestants. * Virtual Timer demonstrates the timing lights for virtual contestants. The Virtual Timer will “Raise Hand” to remain in the primary location for viewing online. |
|  | Evaluation Contest Master | **MUST SAY:**   * *If an online contestant has a technical difficulty and loses their connection, they have 3:00 minutes to reconnect. The timer will stop the time when the connection is lost, and the contest is paused. Silence will be maintained during this time. If the contestant can reconnect in the allotted time they should pick up where they left off. The Contest Chair can state the last word or sentence that was heard before the issue to help the contestant. If a contestant is unable to rejoin in the allotted time, the contest will continue with 90 seconds of silence for the judges to mark their ballots before introducing the next contestant. The judges will score the contestant on the portion of the speech that was heard.* * *Similarly, the same rules apply to in-person contestants should technical issues arise for microphone or online connectivity.* * Ask if all contestants can see the timing lights and understand the Timing rules. * Ask the Chief Judge if all judges have been briefed and are they ready. |
|  | Evaluation Contest Master | **State that the XX Division Evaluation Contest will begin**   * All in-person contestants will be seated * All online contestants will turn off audio and video |
|  | Tech Master | * Spotlight the Test Speaker   + if the test speaker is in person spotlight the in-room video **only** * if the test speaker is online, spotlight the online test speaker **only** |
|  | Tech Master | * If the Test Speaker is in-person, raise the screen / turn off the projector * If the Test Speaker is virtual, lower the screen / turn on the projector |
|  |  | * Introduce the Test Speaker:   + FIRST NAME, LAST NAME   + SPEECH TITLE   + SPEECH TITLE   + FIRST NAME, LAST NAME |
|  | Test Speaker | Present 5-7 minute speech |
|  | Timer | Times Test Speaker and shows lights at 5, 6, 7 minutes |
|  | Tech Master and SAA | After the Test Speaker has completed the speech:   * All evaluators will be sequestered in a separate room (in-person) or breakout room (virtual) |
|  | Evaluation Contest Master | * Once the SAA confirms all contestants have been sequestered, call for timer to time 5 minutes while contestants prepare their evaluations |
|  | Evaluation Contest Master | * Interview the test speaker for 5 minutes. |
|  | Timer | * At end of 5 minutes announce time is up. |
|  | SAA | * SAA will collect notes of in-person contestants after the 5 minutes and will return the notes when the contestant leaves the conference room, heading to the stage to speak * The virtual SAA will advise virtual contestants to turn their notes over; keep their video and audio on while they are in the virtual Breakout room; and keep their hands in camera view while they are waiting for their turn to speak |
|  | Tech Master  SAA | For each of the speakers, when it is their turn to speak:   * If contestant is virtual the Tech Master will move them from the breakout room to the Main Zoom Room * If the contestant is virtual, ask to turn on his/her video and audio * If contestant is in-person SAA will escort them into Main room and hand notes back * Direct in-person speaker to the Tech Master handling the mic attachment |
|  | Tech Master | For every speaker:   * If the contestant is in-person, raise the screen / turn off the projector * If the contestant is virtual, lower the screen / turn on the projector * Spotlight the contestant if online * Spotlight the room video if contestant is in-person |
| 1:40pm | Evaluation Contest Master | * Online Timers’ video will be on, (Raise Hand) but audio remains off. * Ask the contestant “Are you ready and can you see the timing lights”? * The contestant responds "Yes, I am ready and can see the timing lights” or “No I can’t see the timing lights”.   + If there is a problem, work with the contestant to resolve the problem. * Ask the Tech Master to start the recording and tell you when recording is in progress. Wait until Tech Master signals the recording is in progress. * Introduce Contestant: FIRST NAME, LAST NAME, FIRST NAME, LAST NAME * Turn off Evaluation Contest Master video and audio/microphone |
|  | Contestant | * Delivers evaluation |
|  | Tech Master | * Turns on video and audio/microphone for Evaluation Contest Master |
|  | Timer | * Records contestant speaking time |
|  | Evaluation Contest Master | * Ask for 90 seconds of silence for the judges. * **DO NOT COMMENT ON EVALUATOR’S EVALUATION** |
|  | Tech Master | * Stop the recording * Remove spotlight from contestant, either virtual or room video |
|  | Tech Master | * May show informational slides |
|  | Next Contestant | **In Person:**   * Direct in-person speaker to the Tech Master handling the mic removal * Have second SAA physically go to sequestered room and bring the next speaker * Have Tech Master set up microphone for contestant   **Virtual Contestant:**   * Ask the or Tech Master to move the next contestant into the main room, but keep them on mute |
|  | Timer | * Unless this was the final contestant, Timer #2 sets timer for 90 seconds * When time is up, Timer #2 gives audio clue that time is up. |
|  | Contest Master, Tech Masters & Timers | * Repeats same routine highlighted in blue/gray for each Contestant |
| ***TIME ALLOCATION: Allow 5 minutes per Contestant includes time required for Judges***  ***Assume 4 contestants = 20 minutes*** | | |
| 2:15pm | Evaluation Contest Master | **MUST SAY:**   * This is the end of the Division **XX** Evaluation Contest * Tell the audience to remain silent while ballots are collected in person and the online Judges, Timers, and Counters are moved to the Breakout room. * Ask Chief Judge to notify you when the ballots have been collected and you may proceed. * ***Wait for notification from the Chief Judge before proceeding.*** |
|  | Tech Master | * Move the online Judges, Timers, and Counters to Breakout room. |
|  | Chief Judge and Counters  (In Break, out room) | * Fills out the Notification of Winner Form and text/email to Contest Chair |
| 2:20pm | Evaluation Contest Master | * After notification from the Chief Judge to proceed, ask for applause for all contestants. * Bring Evaluation Contest speakers onto the stage and ask the online contestants to turn their video on. * Note: Any contestant who is competing in both contests will **not** be brought on stage to be interviewed at this time. They will be interviewed after the International Speech contest. * Interview the Contestants (Keep it short and simple) * Return conduct of the meeting to the Contest Toastmaster of the Day |
| 2:30pm | Contest Toastmaster | * Thank the Evaluation Contest Master * Call for 15-minute break; announce time when contest will resume |

**EVALUATION CONTEST ENDS**

**15-MINUTE BREAK**