

# Glen Abbey Toastmasters Evaluation Contest – Emails Package

# To Get Participants

# Contestants

# Judges

# Sargeant At Arms

# Timers

# Ballot Counters

# example email to: Evaluation Contest – TO GET PARTICIPANTS

**Subject: Glen Abbey Toastmasters Evaluation Contest – *Date/Location***

Glen Abbey Toastmasters is hosting the Evaluation Contest on *date / location.*

I am the Chair for this contest. To make the contest great, I am looking for:

* **CONTESTANTS** (we need 5) – this is the contest to practice your evaluation skills. Evaluations are 2-3 minutes. The winner of this contest will move onto the Area Evaluation Contest.
* **CHIEF JUDGE** (we need 1) – explain the contest rules and
* **JUDGES** (we need 5) - evaluate and score the speakers.
* **SERGEANT AT ARMS, ASSISTANT SERGEANT AT ARMS** - (we need 1 of each) – help organize set up and manage the physical room, and the facilities, and manage the flow of the evening
* **TIMEKEEPERS** - (we need 2) – work together to keep time of all our speakers
* **BALLOT COUNTERS** – (we need 2) – sharpen your mathematical skills and add up the scores from the speakers

Please let me know at [*myemail.com*](mailto:rmyemail.caeema.duggal@cogeco.ca) if you would like to take on any of these roles – particularly the Speakers roles.Please do not “reply all” to this message.

If you look in your Competent Leadership Manual, you can obtain sign offs for any of the above roles – which is very important for in the journey to achieving your Competent Leader designation.  Call me if you have any questions.

Thanks – looking forward to an evening of fun and wonderful speeches.

*Name | Chair - Evaluation Contest*

# example email to: Evaluation Contest - CONTESTANTS

**Subject: Glen Abbey Toastmasters Evaluation Contest – *Date/Location***

Thank you all for participating as Contestants in the Evaluation Contest.  Some important information:

* Contestants – please arrive by 7:00 pm on the evening of the contest for briefing and draw for speaking order
* Evaluations are to be 2-3 minutes in length
* Evaluations should follow general Toastmasters Guidelines for speech contests.  I have attached the **Speech Contest Rulebook (1171)** – Evaluation Contest info is on page 11
* You need to complete and sign two forms - attached to this email – they are:  **your Contestant Profile (1189)** and the **Speaker Certificate of Eligibility (1183)**

If you print and complete these forms before the Contest date and bring them with you - it will be one less thing for you to worry about the night of the contest!

I look forward to hearing your evaluations!

Thanks,

*Name | Chair - Evaluation Contest*

# example email to: Evaluation Contest - JUDGES

**Subject: Glen Abbey Toastmasters Evaluation Contest – *Date/Location***

Thank you for taking on the role as a judge in the Evaluation Contest.  Some important information:

* Chief Judge – Toastmaster XXX – is responsible for explaining the rules of the contest and for managing the judging team.
* Judges – we do not publish the judges names – this is kept top secret during the contest.

Speeches will follow general Toastmasters Guidelines for speech contests.  I have attached

* the **# 1171** **Speech Contest Rulebook**   – Please review the information before the contest.
* the **#1179 Evaluation Contest Ballot** you will be using to judge the contestants, so you can become familiar with it
* the Tie breaking judge will be provided their ballot at the contest. **#1179A Evaluation Contest Tiebreak Ballot**
* Judges beyond the club level are required to complete **#1170 Judge Certification of Eligibility Ethics.**

I will have printed copies for you on Wednesday night – you do not have to print anything.

Thanks,

*Name | Chair - Evaluation Contest*

# Example email to: Evaluation Contest – Sergeant At Arms

**Subject: Glen Abbey Toastmasters Evaluation Contest – *Date/Location***

Thank you for taking on the Sergeant At Arms role in the upcoming Evaluation Contest

At the Evaluation Contest, the Sergeant at Arms:

* Sets up the room
* Opens the meeting and introduces the Contest Chair.
* Escorts all contestants outside the room when the chair says to do so – after the Test Speaker has spoken
* Gives the contestants 5 minutes to prepare their evaluation, from the moment they are able to write. Ask the Timekeeper to text you when 5 minutes is up
* After 5 minutes, the Sergeant at Arms takes the notes away from each contestant, except for the first contestant and lets each contestant in, one by one, when the Chair announces the contestant’s name.

If you have any questions, please don’t hesitate to ask

Thanks,

*Name | Chair - Evaluation Contest*

# Example email to: Evaluation Contest – Timers

**Subject: Glen Abbey Toastmasters Evaluation Contest – *Date/Location***

Thank you for taking on the Timer role in the upcoming Evaluation Contest

I have attached a copy of the **#1175 Time Record Sheet** for the upcoming Evaluation Contest.  I have also attached a copy of the **#1171 Speech Contest Rulebook**. Please review section 6 which covers timing.

Timing is as follows - signaled by a bell or a light signal (whichever the chair indicates)

* 5 minutes after the Test Speaker has finished his/her speech – and Evaluators have been taken out of the room to write their evaluations.
* 1 minute after each Evaluator has spoken - time for judges to mark their ballets
* 2 minutes after final Evaluator has spoken - time for judges to add up their scores

If you have any questions please don't hesitate to ask.  I will bring a hardcopy of the forms the night of the contest but I wanted you to see them.

Thanks,

*Name | Chair - Evaluation Contest*

# Example email to: Evaluation Contest – Ballot Counters

**Subject: Glen Abbey Toastmasters Evaluation Contest – *Date/Location***

Thank you for taking on the Ballot Counter role in the upcoming Evaluation Contest

At the Evaluation Contest, the Ballot Counters:

* Collect completed ballots from the judges
* Count the ballots / scoring with the Chief Judge
* Help the Chief Judge with any other requests to complete the ballot counting process

If you have any questions please don't hesitate to ask.

Thanks,

*Name | Chair - Evaluation Contest*