

# *Evaluation Speech Contest*

## *Sergeant-At-Arms Guide*

1. The purpose of this guide is to provide you with the information you need to competently perform as Sergeant-At-Arms in the Evaluation Speech Contest.
2. There will be a short briefing for you by the Chief Judge before the contest begins. The Chief Judge will be in contact with you before the contest and will let you know the briefing time.
3. The Sergeant-At-Arms should ensure that the physical layout of the room is to the Contest Chair's specifications. The Sergeant-At-Arms is in charge of all equipment and should coordinate with the Contest Chair on requirements and placement. The Contest Chair will let you know what time to arrive.
4. Identify an area outside of the main speaking room in which to hold the contestants waiting their turn to speak. Ideally this will be a separate room that will be out of hearing range of the competing evaluators.
5. One Sergeant-At-Arms will man the door to the speaking room and the other will supervise the contestants. After being lead from the room, the contestants are allowed five (5) minutes to work on their notes in preparation for their evaluation. Instruct the contestants to put their name on their notes. The Sergeant-At-Arms in the room will be signaled by the Sergeant-At-Arms outside the room to collect the evaluation notes so that no contestant will have a longer period to work on them than any other contestant. Hold the notes until the contestant is called upon to speak and then return the notes as the contestant is led back into the speaking room.
6. You must be certain that the contestants waiting to speak cannot hear the contest proceedings. Contestants who have performed may stay in the speaking room after competing.
7. Assist the Contest Officials in any way necessary.
8. The Sergeant-At-Arms announces the contestant's briefing for the Evaluation Speech Contest. Check with the toastmaster of the contest to verify all the contestants have checked-in. If any are absent ask the toastmaster for their name(s) and then search until they are located. Escort them to the briefing. During the briefing ask the contestants if they need help with props. If the contestants have props or if microphone equipment is used the Sergeant-At-Arms handles it.
9. The Sergeant-At-Arms announces the judge's briefing. Check with the Chief Judge of the contest to verify all the judges have checked-in. If any are absent ask the Chief Judge for their name(s) and then search until they are located. Escort them to the briefing.
10. In a very loud voice announce that the contest will begin in 10 minutes, then that the contest will begin in 5 minutes, then that the contest will begin in 2 minutes and then at the starting time call the meeting to attention and introduce the residing dignitary. After the break in a very loud voice announce that the contest will reconvene in the time indicated on the timed agenda, then that the contest will reconvene in 2 minutes and then at the starting time call the meeting to attention and introduce the residing dignitary.