

Table Topics Contest Chair/Contest Master Script

Appropriately combine contest scripts if the contest event includes more than one contest or area (s). If any contestant is in more than one contest, it's recommended that interviews take place after last contest of the event to avoid giving unfair advantage to the contestant in the second contest.

Contestants' Briefing: (prior to the start of the contest) Before the contest, the Contest Chair briefs contestants on the rules.

1. Verify the presence of all contestants, pronunciation of their names, speech titles. Collect Profile for each contestant to aid you in conducting brief informal interview with each contestant at conclusion of contest.
2. Make sure you have the topic question in a sealed envelope. This **envelope** must be included, unopened, in your package of supporting materials.
3. Review the speech contest rules with speakers.
4. Review the Speaker's Certification of Eligibility & Originality. Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.
5. Review timing protocol with speakers.
6. Acquaint contestants with an exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants shall have the opportunity to test any amplifying equipment before the contest.
7. Draw for speaking order.

Contest Begins Here

SAA: Gavel. Greetings and announcements:

Contest Master State: "These proceedings are designed to ensure that we run a fair contest and that each contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our contestants."

"Please place all cell phones or other devices either off or on silent. "

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“No photography of the contestants is allowed during contestant speeches. There will be photo opportunities after the contest. Video recording is allowed only if the contestant and the Contest Chair have given their approval in advance. “

“Specify the location of restrooms.”

“Once the contest has begun, members of the audience are asked to refrain from leaving or entering the room. If you must leave, please do so during the times of silence between contestant speeches. The Sergeant-at-Arms will not allow anyone to enter the room during a contestant’s speech.”

During the Contest: Contest Master

1. Open the contest with a brief introduction (your club name, how long you have been a Toastmaster, your Toastmaster education level and/or officer role).

Inform the audience:

- The rules have been reviewed with the Chief Judge and Contestants.
- The Contestants have been informed of the location of the timing lights.
- The taking of photographs during the speeches is not permitted.

State: “The Table Topics Speech contest shall be from 1-2 minutes and judged by a panel of judges. A contestant will be disqualified if the speech is less than one minute or more than 2 minutes 30 seconds.

Timers shall provide warning signals to the contestants.

A green signal will be displayed at one minute and remain displayed for 30 seconds.

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A yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.

A red signal will be displayed at 2 minutes and will remain on until the speech is concluded.”

“The contestants and the judges have certified their eligibility. The Contest Chair and the Chief Judge have confirmed the eligibility of the contestants and the judges.”

NOTE: Complete the following sentence according to the level of competition (i.e. Club, Area, Division or District) and fill in the date of the next level of competition.

“The winner will represent the Club at the Area ___ contest on _____

or the Area at the Division ___ contest on _____

or the Division at the District contest on Saturday, May 13th.”

All the contestants been briefed, all the contestants are present and we ready to proceed with the contest.

State: “In order to allow the judges time to mark their judging forms, we will have one minute of silence after each contestant’s speech and we will have silence after the last contestant’s speech until all ballots are collected.

Ask: “Time Keeper, will you signal me when one minute has elapsed between contestant speeches?” *Wait for an affirmative reply.*

State: “The speaking order for the contest was determined earlier by having our contestants draw for position. The order for the contest will be:

1. Name _____

2. Name _____

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3. Name _____

4. Name _____

5. Name _____

State: "Each contestant shall receive the same topic. When the contest begins, all contestants except the first shall leave the room and remain under the supervision of the contest sergeant at arms. I'll introduce each contestant by announcing the contestant's name, the topic, the topic, the contestant's name. At the conclusion of each speech, the next speaker shall be invited into the room.

If Contest Toastmaster role is not the Contest Chair, Ask: "Mister or Madam Contest Chair, have all the Contestants been briefed and are we ready to proceed with the contest?" *Wait for an affirmative reply. If the same person., State: "All the Contestants been briefed and are we ready to proceed with the contest."*

Then Ask: "Mister or Madam Chief Judge, have all the Contest Officials been briefed and are we ready to proceed with the contest?" *Wait for an affirmative reply.*

State: "The first contestant will now proceed to the staging area.

Ask: "Timer, would you let me know when one minute is up?"

Start with one minute of silence. The first contestant can quietly come up during the minute of silence. Once the contestant is on stage and the minute of silence is up, the contestant is introduced by simply stating: their name, topic, topic, and name.

2. Introduce each contest speaker.

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- *Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's club or place of residence. This will distract contestants and judges.*
- ***Introduce each contestant slowly and clearly. Lead the applause before and after each speech. After each speech except the last speech state: "One minute of silence please. Will the next contestant proceed to the staging area."***
- Name _____ Topic _____
- Name _____ Topic _____
- Name _____ Topic _____
- Name _____ Topic _____
- Name _____ Topic _____
- Name _____ Topic _____

3. After last speech, state: **"May we please have silence until all the ballots have been collected. Voting Judges, please hold your ballots up when they are completed."**

Note: Ballot Counters and the Chief Judge collect the ballots. Wait until all the ballots have been collected before proceeding to interviews,

For a multi-contest event, interviews are to be held after the last contest is conducted. If this is NOT the last contest, proceed with the next contest.

If this is last contest, Ask: "Will the contestants please join me on stage in order of appearance?" Lead the applause as they make their way to the front.

4. Contestant Interviews: *While ballot counters are counting the ballots, the contest chair will interview each speaker.*

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- *At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, area and division they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.*

5. When interviews are completed, dismiss the contestants. Note: *Contest Chair will be given the results*

District leaders may make announcements.

NOTE: You may have to fill the time until the Chief Judge and Ballot Counters return to the room with the results.

Call the Contest Chair to the Lectern

6. Protests are limited to voting judges and contestants. Any protest will be lodged with the chief judge and/or the contest chair prior to the announcement of the winner and alternates(s). The contest chair should notify the contestant of disqualification regarding originality or eligibility prior to the announcement that the meeting is being adjourned. Before a contestant can be disqualified on the basis of originality, the contestant must be given the opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.

CONTEST CHAIR

7. Prior to announcing results, the Contest Chair should announce if time disqualification(s) occurred, but not the name of the contestant involved. Ask the hosting Officer (s) to present the awards as the Contest Chair announces the winners.

The Contest Chair announces the winners in reverse order reading from the Results Form, beginning with third place* (*ONLY IF THERE ARE 5 OR MORE CONTESTANTS), then second place and finally first place.

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Contest Chair returns control to the Contest Master (if different person)

Contest Master

8. In closing, recognize and thank all who helped make the contest a success. Adjourn the meeting.