

Table Topics Contest Script

This script has been updated in order to comply with the latest Speech Contest Rulebook. The text that is in quotes is intended to be read verbatim.

If the contest event includes more than one type of contest or more than one entity (multi-club or multi-area), you will need to appropriately combine contest scripts. Generally it is advised to conduct the contest with prepared speeches first.

If any contestant is in more than one contest, it is important that contestant interviews take place after the last contest of the event, otherwise it can give an unfair advantage to the contestant in the second contest.

Prior to the start of the contest

A) Attend the Contestants Briefing to obtain the speaking order, learn how to pronounce all of the contestants' names, and the speaking area. There is space provided within the text of this script to write in the speaking order and notes on pronunciation. You will also be given a Profile for each contestant to aid you in performing the Contestant Interviews.

B) Give the Sergeant-At-Arms information for your introduction as Contest Master. Some examples are your club name, how long you have been a Toastmaster, and your Toastmaster education level and/or officer role.

C) Obtain the Table Topic from the Contest Chair.

During the contest

- 1. After being introduced by the Sergeant-At-Arms, open with brief remarks or a story. Keep this to 5 minutes or less. You should not make any more remarks or add stories during the rest of the contest. This will distract contestants and judges.*
- 2. State:** “The Table Topics contest will consist of a series of timed 1-2 minute responses to the same Topic that will be judged by a panel of judges. There is a 30 second grace period at the end of the time, outside of which the contestant will be disqualified.

The timer will have the green light come on at 1 minute, the yellow light at 1:30 and the red light at 2 minutes. If the contestant is still speaking after 2 minutes, the red light is to stay on until the contestant stops speaking.”

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“The rules have been reviewed with the chief judge and the contestants. The contestants have been informed of the location of the timing lights.”

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

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

3. **State:** “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 37 contest on _____.”
4. **State:** “The speaking area will be...” *Point out the speaking area.*
5. **Ask:** “Mister or Madam Contest Chair, have all the contestants been briefed, are all the contestants present, and are we ready to proceed with the contest?”
Wait for an affirmative reply.
6. **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.*
7. **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 the ballots are collected.
8. **Ask:** “Time Keepers, will one of you signal me when one minute has elapsed between contestant speeches?” *Wait for an affirmative reply.*
9. **State:** “The speaking order for the contest was determined earlier by having our contestants draw for position. The order for the contest will be:”

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1. Name _____
2. Name _____
3. Name _____
4. Name _____
5. Name _____
6. Name _____”

10. State – “Contestants are to leave their cell phones with the Sergeant-at-Arms and the Sergeant-at-Arms will escort them out of the room. They will be brought back in one at a time. Each contestant will be introduced only by his or her name, and the Table Topic. I will then repeat the Table Topic and the contestant’s name. All Contestants may remain in the room after they have responded to the topic.”

11. Ask: “Are there any questions? If not, the Table Topics contest will now begin.”

12. State – “The first contestant will now proceed to the staging area. The Sergeant-at-Arms will escort the remaining contestants out of the room. Timer, can you let me know when one minute is up.”

During the minute of silence, the first contestant can wait in the staging area.

After the minute of silence, bring up the speaker by stating:

“Please welcome <name>”, and lead applause for the speaker.

The contestant can join you on stage. The contestant is introduced by simply stating their name, the Table Topics question, the Table Topics question, their name.

13. *Lead applause before and after each Table Topic response. After all but the last contestant, state: “One minute of silence please. Sergeant-at-Arms, please have the next contestant move to the staging area.” After the minute of silence bring up the speaker as before.*

The Topic: _____

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1. Name _____
2. Name _____
3. Name _____
4. Name _____
5. Name _____
6. Name _____
7. Name _____
8. Name _____

- 14. After last Table Topic response, State:** “May we please have silence until all the ballots have been collected. Judges, please hold your ballots up when you have completed them.”

Note: Ballot Counters and the Chief Judge collect the ballots. Wait until the Chief Judge lets you know that all the ballots have been collected before proceeding,

Note: For a multi-contest event, interviews are to be held after the last contest is conducted. If this is NOT the last contest, skip Steps 15, 16, and 17, and

- 15. Ask:** “Will the contestants please join me up front in order of appearance?”
Lead the applause as they make their way to the front.
- 16. Contestant Interviews:** *Present each contestant with a Certificate of Participation, and interview each contestant. Sample questions: A) which club s/he represents, B) how long s/he has been in Toastmasters, and C) an open-ended question from the speech or about one of his/her interests or hobbies from the Biography form.*
- 17. Dismiss the contestants with applause, make final remarks, then receive Results Form (1168) from the Chief Judge.**

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Ending the contests

1. Thank the participants who have dedicated their time and efforts to the event. Present certificates of participation to the contest committee, refreshments owner, etc. DO NOT recognize the judges. Judges can be given certificates of participation discreetly after the event.
2. Thank the host club and/or the facility that provided the contest location.
3. Recognize the dignitaries in attendance (Trio, Past District Directors, Division Directors, Area Directors)
4. Ask the district leaders if there are any announcements to be made before the winners are named.
5. Ask the highest-ranking Officer (or several, if they are there) in attendance to present the awards as you announce the winners.
6. Using the Results Form (1168) that the Chief Judge has completed, announce the results.
7. Congratulate each contestant as they approach the stage to receive awards.
8. After the final winner has been announced, adjourn the meeting.