

Virtual Table Topics Contest Script

This script has been updated 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. Make no more remarks or add stories during the rest of the contest so as not to distract contestants or 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 screen come on at 1 minute, the yellow screen at 1:30 and the red screen at 2 minutes. If the contestant is still speaking after 2 minutes, the red screen is to stay on until the contestant stops speaking.”

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3. **State:** “On a virtual platform, there are No special rules for technical difficulties for a table topics contestant. . If a contestant experiences technical difficulties, the special dispensation of stopping the time does not apply, as a break will give the contestant an unfair advantage to have more time to think about their reply.”
4. **State:** “*The rules have been reviewed with the chief judge and the contestants. The contestants have been informed of the location of the timing screen.*”

“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.

5. **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 _____.”
6. **State:** “The speaking area is your Zoom virtual window.”
7. **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.
8. **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.

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9. **State:** *“After each contestant’s speech, we will have one minute of silence to allow the judges time to mark their judging forms. After the last contestant’s speech, we will have silence until all the ballots are collected.”*
10. **Ask:** *“Time Keepers, will one of you signal me when one minute has elapsed between contestant speeches?”* Wait for an affirmative reply.
11. **State:** *“The speaking order for the contest was determined earlier by having our contestants draw for position. The order for the contest will be:”*

a Name _____

b Name _____

c Name _____

d Name _____

e Name _____

f Name _____

g Name _____

h Name _____”

12. **State:** *“Contestants are to wait in the contestant break-out room with the Sergeant-at-Arms until their turn. They will be brought back in one at a time. Prior to introducing the speaker we will do a sound and timer check by asking the contestant ‘Are you ready? Can you see the timer?’*
13. *Each contestant will be introduced 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.”*
14. **Ask:** *“Are there any questions? If not, the Table Topics contest will now begin.”*

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- 15. State:** *“The first contestant please stage yourself now. Remaining contestants should retire to the contestant breakout room with the Sergeant-at-Arms. Timer, can you let me know when one minute is up.”*

After the minute of silence, introduce the speaker by stating:

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

Do the the sound and timer check by asking the contestant ‘Are you ready? Can you see the timer?’

The contestant is introduced by simply stating their name, the Table Topics question, the Table Topics question, their name.

- 16.** 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 retrieve the next contestant.”* After the minute of silence, introduce the speaker as before.

The Topic: _____

a Name _____

b Name _____

c Name _____

d Name _____

e Name _____

f Name _____

g Name _____

h Name _____

- 17. After the last Table Topic response, State:** *“May we please have silence until all the ballots have been collected. Chief Judge, please confirm when you have collected all of the ballots.”*

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Note: Chief Judge collects 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 the remaining steps.

18. **State:** *“We will proceed with contestant interviews in order of their contest appearance.”*
19. **Contestant Interviews:** 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.
20. Dismiss the contestants with applause, make final remarks, then receive Results Form (1168) from the Chief Judge.

Ending the contests

1. Thank the functionaries who have dedicated their time and efforts to the event. **DO NOT** recognize the judges. Judges can be given certificates of participation discreetly after the event.
2. Recognize the dignitaries in attendance (Trio, Past District Directors, Division Directors, Area Directors)
3. Ask the district leaders if there are any announcements to be made before the winners are named.
4. Ask your Contest Chair to present the awards as you announce the winners.
5. Using the Results Form (1168) that the Chief Judge has completed, announce the results.
6. Congratulate the contestants. If the virtual award certificates are ready, your zoom master should be prepared to share each one as you announce the

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awards, and pin each winner. Announce the awards in reverse order first third place, then second, then first.

7. After the final winner has been announced, adjourn the meeting.