

Table Topics And International Speech Contest Contest Chair Notes and Sample Script

Sargent At Arms: Calls meeting to order

(It would be a good idea for the Chair to give the SAA a short introduction to use here.)

Contest Chair Opening remarks

Thank you , _____ for the introduction.

I want to offer warm greetings to all my fellow Toastmasters, our Chief Judge for this evening _____ and guests attending the (*place event name here*) Table Topics and International Speech Contest.

The speech contest is a tradition in Toastmasters International. Each year thousands of Toastmasters compete for the coveted title of “World Champion of Public Speaking” which is decided at the International Convention in August. Thousands more compete locally up to the district level in other contests such as the Table Topics Speech Contest we will see today.

The winner of today’s contest will be advancing to the (*next level*) contest (*place next contest information here*). ***The Table Topics contest ends at the District. The winner of the International Contest may proceed to the World Championship of Public Speaking!***

Before we get started on the actual contest, we will have a 15 minute break so that I can brief the contestants and the Chief Judge can brief the timers, ballot counters and judges for both contests. *After the break, call the meeting to order... OR*

The Chief Judge has briefed the contest officials and I have briefed the contestants.

Before we begin, I need to go over some housekeeping details.

We ask that you not leave the room during the contest. However, if you need to leave, you will be expected to leave during the minute of silence between speakers and will not be allowed back in the room until all contestants have spoken.

Please ensure that ALL noisemaking devices are turned off so as to avoid distracting the speakers. This includes your cell phone, tablet or anything that might be a distraction.

Photographs can’t be taken until after the contest. Video recordings may be only at the request of the speaker for his or her personal use. I have had (or haven't had) requests to allow recordings.

In between each speaker, there will be one minute of silence to allow the judges to fill out the ballots.

We will conduct the Table Topics contest first.

Table Topics speeches will be from 1 to two minutes long. Contestants who speak less than 1 minute or more than 2 minutes, 30 seconds will be disqualified. The timing for the speeches will commence at the first sign of verbal or non-verbal communication.

The speakers will receive a green signal at 1 minute which will remain visible until the yellow signal, displayed at 1 minute 30 seconds. The red signal will be shown at 2 minutes and will remain visible until the speaker concludes his speech.

As Contest Chair, I have briefed the speakers on the contest protocol and the speaking order has been randomly selected. For the convenience of all, here is the speaking order:

Each speaker has declared he or she is a Toastmaster in good standing and belongs to a club in good standing.

Our Chief Judge _____ has briefed the judges, timers and ballot counters of their duties and responsibilities. Could the judges please rise? Is the Chief Judge satisfied with the seating arrangements?

I will ask the timers to please indicate the passing of 1 minute after the speakers when we will all remain silent.

Following the final speaker of the contest, we ask that silence be maintained until the judges have completed their ballots and the Chief Judge and ballot counters have collected the ballots. Ballots will be counted at the conclusion of both contests.

All speakers will receive the same question. Except for the first speaker, speakers will be escorted out of hearing range by the Sergeant-at-Arms. In fairness to all speakers, I will be announcing only their name, the question, the question and their name.

While the winners are determined, I will interview each of the contestants so we can all get to know them a little better.

Now on with the contest. Would the Sergeant-at-Arms please escort all but the first speaker from the room? *(Allow a couple of minutes for the speakers to be escorted away.)*

Please help me welcome our first contestant _____

(Read contestant's name, question, question, contestant's name)

Contestant #_____. *(Repeat for each contestant.)*

We will now have one minute of silence (signal timer) while the judges mark their ballots. Timers, please let me know when the one minute is up.

After the last speaker, remind audience to remain silent until all the ballots are collected.

The Chief Judge picks up the timer's report and the tie breaker. Ballot counters pick up ballots and hands them to the Chief Judge. They are then reseated.

And now, let's proceed with the **International Speech Contest**.

All previous rules apply - no distracting noisemakers, please do not leave the room but if you have to do so during the minute of silence and do not return until the contest is over.

The major differences with the contests besides the criteria are contestants remain in the room, speeches are prepared ahead and timing.

Speeches will be from five to seven minutes long. Contestants who speak less than 4 minutes, 30 seconds or more than 7 minutes, 30 seconds will be disqualified. The timing for the speeches will commence at the first sign of verbal or non-verbal communication.

Each speaker is a Toastmaster in good standing and maintains their speech is substantially original.

Our Chief Judge (*insert name and title here*) has briefed the judges, timers and ballot counters of their duties and responsibilities. Is the Chief Judge satisfied with the seating arrangements? The Chief Judge is familiar with the contest rules and all decisions by the Chief Judge are final.

As Contest Chair, I have briefed the speakers on the contest protocol and the speaking order has been randomly selected. The speaking order is as follows:

In fairness to all speakers, I will be announcing only their name and the title of their speech, followed by the title of their speech and name.

I will ask the timers to please indicate the passing of 1 minute after the speakers where we shall all remain silent. **The timers need not indicate the passing of one minute after the last speaker. We will all remain silent until the Chief Judge and Ballot counters indicate they are leaving the room.**

At that time it will be my pleasure to join you in cheering our contestants and welcoming them back to the stage where we will learn more about each of our speakers with the interviews.

Interview The Contestants:

Let's get to know our contestants.

Invite all contestants in front one at a time and ask questions from their Speaker Profile forms.

Congratulate each speaker prior to their interview. It's best to use the Speech Contestant Profile to form your questions. This is to avoid any potential biases regarding speech topics and delivery for the next contest level.

Present each speaker with their certificate of participation before asking the next contestant to join you.

If interviews have adjourned prior to the Chief Judge returning, you may ask for announcements, district info, jokes, someone to do a tap-dance, etc...

When the Chief Judge returns, turn the lectern over to him for the announcements of the winners by saying...

I see the Chief Judge has now returned so now is the moment we have all been waiting for, the announcement of the winners. . .

Winners: If there are four or fewer contestants, only 1st and 2nd place should be announced. If there are five or more contestants then 1st, 2nd and 3rd will be announced. Even if there are only two or three contestants, first and second place must be announced.

Don't forget to thank the Chief Judge, all the judges, and all Toastmasters and guests in attendance for making the event a success.

This contest is adjourned!