**Table Topics Speech Contest Chair Script**

# Contestant Briefing

*Confirm the contest organiser has provided you with a kit containing the following:*

* *Blank Contestant Eligibility Forms*
* *A copy of the Toastmasters Speech Contest Rule Book*
* *Drawing cards/sticks*
* *Contestants Participation Certificates*

*Gather all speakers and cover the following points:*

* *Ensure all contestants have completed and signed their Eligibility forms.*
* *Confirm with them they are not District or International Officers nor have formally declared their intent to run for any of those offices.*
* *Ensure all contestants remove their name badges or any badge denoting Toastmasters rank or educational achievement(s).*
* *Verify pronunciation and spelling as per the agenda of each contestant’s name.*

*Draw for speaking positions.*

We have drawn the order for presentations. To remind you, you will speak in the following order:

**Repeat the order.**

**Test the timing lights so the contestants confirm they can see them.**

**Also, verify the speaking area is the stage only, and they may not leave the stage while presenting. This must be clarified with the speakers so they are all operating according to the same agreed criteria.**

During the contest, the first contestant may remain in the room. The remaining speakers will be ushered from the room and be brought back by the Usher when it is their turn to speak.

Please move to the front of the room. I will announce your name to the audience, the Table Topic, pause and then repeat the Table Topic and repeat your name.

Your time will start with the first verbal or non verbal communication with the audience. You will have 1 to 2 minutes to present your speech. The timing lights will be activated as follows: Green light at 1 minute - Orange light at 1 minute and 30 seconds - Red light at 2 minutes.

The red light will then stay on until you have finished speaking. No other notice will be given to indicate that you have gone overtime. You will be disqualified if your speech is less than 1 minute or more than 2 minutes and 30 seconds.

In the event of technical failure of the signal or timing equipment, you will be allowed an extra 30 seconds before being disqualified.

Once you have finished please remain to accept your applause. I will enter the stage to shake your hand and thank you. You may then take your seat and remain in the room to hear the remainder of the speakers. We will then have one minute silence for the Judges to record their scores.

If you have reason to do so, you may lodge a protest. Only Contestants and voting judges may file a protest. All protests must be made to either the Chief Judge **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** or to myself, the Contest Chair. Once the winners have been declared, all decisions are final. Protests will not then be considered.

No recording of speeches or picture taking is permitted without permission of the Contest Chair and the Contestants. You are not permitted to take mobile phones or any other electronic device out of the room during the waiting period. Do you have any questions?

I would like to wish you all the best of luck.

# Table Topics Contest Script

*Please Note: At no time are any comments to be made along the lines of:*

*‘This speaker has been around for years’ or*

*‘Our next speaker is really experienced’ or*

*‘This person has only been a member for a short time’*

*Each speaker is to be presented in exactly the same way at all times, with no reference to their previous experience, so that all contestants receive the same, equal representation to the judges and audience.*

*Make certain the participation certificates and trophy are on stage ready to be awarded.*

*If there are less than five clubs in the Area, both first and second place getters go through to represent the club at the Area contest. If there are less than five Areas in the Division, both first and second place getters go through to represent the Area at the Division Contest. If there are five or more Clubs, or Areas, only the first place getter goes through to the next contest.*

Welcome Toastmasters and guests to the **\_\_\_\_\_\_\_\_\_\_\_\_** (Club/Area/Division)Table Topics Contest. First, or First and Second place getters of this contest will go on to represent **\_\_\_\_\_\_\_\_\_\_\_\_** (Club/Area/Division)at the **\_\_\_\_\_\_\_\_\_\_\_** (Club/Area/Division)Table Topics Contest to be held on the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

We have eightcontestants tonight. The speaking order of the contestants is as follows:

Speaker Number 1: [**PAUSE**]

Speaker Number 2: [**PAUSE**]

Speaker Number 3: [**PAUSE**]

Speaker Number 4: [**PAUSE**]

Speaker Number 5: [**PAUSE**]

Speaker Number 6: [**PAUSE**]

Speaker Number 7: [**PAUSE**]

Speaker Number 8: [**PAUSE**]

Anyone with any audible device, please turn it off or to silent.

Unless permission has already been given by the contest chair, no audience members are allowed to record or photograph the speakers.

Please do not leave the room, or allow people to enter the room while a contestant is speaking.

Protests can only be lodged by contestants and voting judges.

For the information of judges, the speaking area for this contest has been defined as the stage only.

All contestants, judges, ushers, counters and timers have been briefed.

I will now ask that all contestants leave the room with the ushers except the first speaker.

Please join me in welcoming *<Name of Contestant> Pause <Table Topic> Pause <Table Topic> Pause <Name of Contestant>*

We will now have 1 minute silence for the judges. Timer, please indicate the completion of that minute with a green light.

*Repeat for the other contestants.*

I would ask everyone to remain silent while the Judges complete their ballots. Judges, if you could please hold up your Ballot Papers upon completion for collection by the Ballot Counters.

*Wait until the Chief Judge and Ballot Counters leave the room. This may take several minutes. Please note there is* ***no*** *time limit imposed upon judges at this stage of the contest.*

I would now like to ask the contestants to join me at the front to receive their participation certificates. Please hold your applause until all certificates have been presented. *(Present certificates)*

Ladies and gentlemen, please join me in showing your appreciation for this evening’s speakers.

*Conduct an activity while waiting for the Chief Judge to return.*

*The Chief Judge will return with the results. They will tell you either:*

*1. There were no disqualifications. You tell the audience this, and then continue,*

*OR*

*2. Unfortunately, there was a disqualification. You tell the audience this, and then continue.*

*In contests where there are five or more contestants, third, second and first places are announced in that order. In contests where there are four or less contestants, only second and first places are announced.*

In third place, please congratulate ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

In second place, please congratulate ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

And, finally, the winner, and the person who will go on to represent ***\_\_\_\_\_\_\_\_\_\_\_*** (Club/Area/Division)at the ***\_\_\_\_\_\_\_\_\_\_*** (Club/Area/Division)Contest is ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*(Invite people to take photographs of the winners now.)*

That concludes the **\_\_\_\_\_\_\_\_\_\_\_\_** (Club/Area/Division)Toastmasters Table Topics Speech Contest. Congratulations to everyone involved and I will now hand you over to....