Recommended Contents for Your Contest Chair File

Pre-Contest Material

- Cards for draw of speaking order
- Speaking Oder Sheet X 2 (send 1 to the Chief Judge ASAP after draw and keep 1 for yourself to use during the contest)
- Contest specific Pre-Contest Script
- Contestant Biographical Forms *
- Contestant Eligibility Forms*
    - Send by email to contestants prior to contest. It saves time at the Contestant Briefing.
- Evaluation Contestant Notes Sheet (Evaluation Contest Only)

Contest Script

- Contest specific script with ……(blanks) filled in
    - Ensure you print the Pre-Contest Script and the Contest Script in large enough font for you to read during the contest. Be aware that lighting may be poor.
    - Print these on separate sheets, not back to back pages, as this allows you to slide the pages across the lectern during the contest and saves turning of pages, which may be a distraction to the audience and your contestants. It is also less stressful for you.
    - Fill the blanks spaces in with clear print in order for you to easily read during the contest.

Post Contest Material

- Printed Participation Certificates (signed if necessary. Ideally these should be printed with the presenter's name already on them)

Have Fun & Good Luck!

Pre Contest Briefing Script to Table Topics Contestants

[Draw for speaking order]

"Now we have drawn the order for presentations. To remind you, you will speak in the following order." **[Repeat the order]**

"The first contestant ..... may remain in the room. The remaining speakers will be ushered out of the room by the Contest Sergeant at Arms. At this time, the Contest Sergeant At Arms will ask you to hand them your electronic device(s) for safe keeping, to ensure no contestant gains an unfair advantage. When it is your turn to speak, you will be brought back into the room by the Contest Sergeant at Arms during the 1-minute silence for judging of the previous speaker. Please move to the front of the room at this time"

"To introduce you I will say your name to the audience, the Table Topic, pause and then repeat the Table Topic and your name. At this time, please move to centre stage to shake my hand. Is there anyone who prefers not to shake my hand?"

[If there are any speakers who prefer not to shake hands, they should inform you here and you should note this on your speaking order sheet]

In case you need to reinforce the topic, I will have a printed copy on the lectern for you to view throughout your allotted speaking time."

"The speaking area for tonight's contest is here."

[Clearly define the stage/speaking area now]

"Your time will start with the first verbal or non-verbal communication with the audience. You will have 2 minutes to present your topic.

[Demonstrate the timing lights now]

The timing lights will be activated as follows;

Green light at 1 minute

Orange light at 1 minute & 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 & 30 seconds."

"Once you have finished, please remain to accept your applause, then I will enter the stage to shake your hand & thank you. You may then take your seat and remain in the room. We will then have 1-minute silence for the Judges to record their scores."

"If you have reason to do so, you may lodge a protest. Only Contestants & Judges may file a protest. All protests must be made to either, the Chief Judge..... or to myself, the Contest Chair."

"Protests may only be on the grounds of eligibility, originality, referencing another contestant or referencing another contestant's speech."

"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 & the Contestants."

[Ask if any contestant wishes to be recorded. All contestants and you must agree that this is acceptable.]

"Do you have any questions?"

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

Please advise the Chief Judge of the speaking area you defined for the speakers and if any contestants wish to be recorded, if all contestants agreed that was acceptable.

TABLE TOPICS CONTEST SPEAKING ORDER

Speaker 1 _____

Speaker 2 _____

Speaker 3 _____

Speaker 4 _____

Speaker 5 _____

Speaker 6 _____

Speaker 7 _____

Speaker 8 _____

TABLE TOPICS CONTEST SPEAKING ORDER

Please have this copy delivered to the Chief Judge ASAP after the draw for speaking order.

Speaker 1 _____

Speaker 2 _____

Speaker 3 _____

Speaker 4 _____

Speaker 5 _____

Speaker 6 _____

Speaker 7 _____

Speaker 8 _____

Contest Chair Script
Table Topics Contest

Welcome all Toastmasters & guests to the ..... Division Table Topics Contest.

The winner and second placegetter today will progress to represent ..... Division in the District 17 final, which will be held in May 2027 at our District Annual Conference

Our Chief Judge today is ....." ***[indicate where Chief Judge is sitting]***

Please thank him/her.

We have ..... contestants competing today. The contestants have drawn the speaking order and for your records, that order is as follows;

[Say the name of each contestant in the order in which they will speak.]

[Allow the judges a moment to record each name]

I confirm that all contestants have been checked to confirm that they are eligible to participate.

[Division Director should have checked all contestants for eligibility. Check with them to ensure this has been done prior to the contest.]

After each contestant, there will be a 1-minute silence for judges to complete their scores.

Mr/Madame Chief Judge, are we ready to commence the contest??

[The Chief Judge should respond"Mr or Madam Contest Chair, we are ready to commence."]

Contest Sergeant At Arms please escort all of the contestants, except contestant No.1, from the room."

Our first contestant
is ..... ***[Name]***
your topic is ..... ***[Pause]***
..... ***[Topic]***
..... ***[Name]***

[After each speaker has finished]

We will now have 1-minute silence.

[Repeat for each contestant.]

After the final contestant]
We will now have silence until all Judges have completed their ballot.

Contest Conclusion

That concludes the ..... Division Table Topics Contest.

The Tally counters will now collect the judges scoring slips. Judges, please hold them up for collection.

Mr/Madam Chief Judge you may now collect the timing report & leave the room with the Tally Counters to confer on the decision.

Presentation of Participation Certificates

I would now like to ask all of the contestants to join me at the front to receive their participation certificates.

[Present certificates]

Ladies & Gentlemen, let's give our contestants a round of applause.

[Time permitting, ask contestants a question about the contest. Always begin with how long they have been a member of Toastmasters, which Club and Area they are representing today]

[When Chief Judge returns]

[This may not happen if there are 2 contests being held at the same event. In that case you should omit "The Chief Judge has returned."]

"***The Chief Judge has returned.*** Mr/Madam Chief Judge, do we have a result?"

They should state, "Mr or Madam Contest Chair, I have the results.]

[Take the results from the Chief Judge. They will have written on the announcement of winners form if there were any disqualifications. You should then announce]

"There was/were ..……. disqualification(s) for timing." **[You must not announce the contestant(s) name(s).]**

[Invite the top ranking official to hand over the certificates &/or trophies]

To present the winners, please make welcome our District Director / Division Director, ...

[Contest Chair announces winners from 3rd to 1st

OR

2nd to 1st if less than 3 contestants.]

In third place: ***..... [Third place contestant] [Only announced if more than 2 contestants]***

In second place and representing ……. Division in the District Final, ... ***[Second place contestant]***

Our winner today and representing ..... Division in the District Final, ... ***[Winner]***

[Invite the winner to make a 2-minute speech if time permits]

[Once all photos have been taken]

Thank you all for your attendance at today's contest. I now adjourn …….. Division Table Topics Speech Contest.