

## 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. 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.”

“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.”

“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.”

“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.**

## Contest Chair Script

### Table Topics Competition

#### Welcome

Welcome all Toastmasters & guests to the .....Table Topics Competition.

The winner today will progress to represent .....in the ..... final, which will be held at..... on .....

#### Purpose

The purpose of tonight's contest is:

1. To provide an opportunity for speakers to improve their speaking abilities and to recognise the best as encouragement to all.
2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

#### Contestants

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]***

#### Eligibility

To be eligible a contestant must;

1. Be a Toastmaster in good standing in a club in good standing.
2. Not be a current District or International Officer nor have declared the intent to run for an elected District or International office.

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

## **Contest Briefing to Audience**

All contestants will receive the same topic and will speak for 2 minutes. If a contestant speaks for less than 1 minute or more than 2 minutes & 30 seconds, they will be disqualified.

Timing begins with the first definite verbal or non-verbal communication with the audience.

The lights will be activated Green light at 1 minute, Orange light at 1 minute 30 seconds, Red light at 2 minutes and remains on until speech concluded. There will be no signal given for going overtime.

***[The timer should be demonstrating the lights as you announce this]***

Judges are instructed not to consider time in their ranking of the speakers.

After the contestant has finished, he or she will be asked to take a seat & will remain in the room to hear subsequent speakers. There will be a 1 minute silence between speakers for judges to complete their scores.

Protests may only be entered by the contestants or judges to either the Chief Judge, ....., or to myself, as Contest Chair. Once the result of the contest has been announced, all decisions are final

I will now ask the Contest Sergeant At Arms to escort all of the contestants, except contestant No.1, from the room.

## **Contestants**

Our first contestant is ..... ***[Name]***

..... ***[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 2 minutes silence

## **Contest Conclusion**

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

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

I would now ask the Chief Judge to 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.

Please hold your applause until all certificates have been presented.

***[Present certificates]***

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

***[Time permitting, ask contestants a question about the contest.]***

***Area Level [Ask each contestant to tell everyone which club and area they represent.]***

***[When Chief Judge returns they will state, "Mr or Madam Contest Chair, I have the results"]***

***[Take the results from the Chief Judge.]***

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

To present the winners, please make welcome our President/Area Governor/ Division Governor, .....

***[Contest Chair announces winners from 3<sup>rd</sup> to 1<sup>st</sup> OR***

***2<sup>nd</sup> to 1<sup>st</sup> if 4 or less contestants.]***

***[President or Area/Division Governor presents certificates &/or trophies.]***