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**CONTEST CHAIR'S SCRIPT  
TABLE TOPICS CONTEST**

## ***Check that the Chair's folder contains:***

- List of names of Table Topics Contest Contestants
- Numbered cards for drawing speaking order
- Signed Certificate of Eligibility and Originality forms for all Contestants (now given to the Chief Judge)
- Biographical Data Sheet for all Contestants
- Certificates of Participation for all Contestants to be signed by you (given out at the end of the contest)
- Choose a Table Topic for the contest in discussion with the Chief Judge

Check that you have a 'Ready Chair' in position near the speaking area. This is where you will be seated as a Contestant speaks. As Contest Chair, you can disqualify a Contestant on the basis of eligibility ie the Contestant needs to be a member in good standing of a club in good standing.

## **Briefing of Contestants**

It is your role to help the Contestants relax. Be reassuring and make sure that all their questions are answered (especially first-timers)

- Verify that all Contestants are present and check the pronunciation of their names
- Draw speaking order with all Contestants present and carefully note the order. If a Contestant is missing, go ahead with the draw and the missing person is allocated the remaining number
- Request they remove any identifying badges (but you cannot insist)
- Define the speaking area to Contestants and show them the equipment available. Contestants may speak from anywhere within the speaking area.
- Have them walk in the speaking area and note where the lights are positioned
- Give times for speech:- green light at 1 minute, amber light at 1 minutes 30 seconds and red light at 2 minutes.

- Contestants will be disqualified if they speak for less than 1 minute or more than 2 minutes 30 seconds
- All Contestants shall have the opportunity to test any amplifying equipment before the contest.
- Contestants are responsible for arranging their own preferred set-up of the lectern/ mic/ other equipment in a quiet manner before being introduced by the Chair
- Contestants with a sight impairment can request an alternative method of signalling times (e.g. bell or similar) and provide same
- Advise Contestants to use the title ‘Contest Chair’ to start and finish their evaluation
- Contestants may protest on the basis of eligibility and originality to either the Chief Judge or you the Chair prior to the announcement of the winner
- If their speech is protested to on the basis of originality, Contestants have the opportunity to respond to the Judges.
- Obtain completed speakers Certificates of Eligibility and Originality Forms and give to the Chief Judge prior to commencement of the contest

## **Inform Contestants of contest procedure**

- All Contestants except the 1<sup>st</sup> speaker will be taken to a Break-out Room by the SAA
- I will introduce the first speaker and you will join me in the speaking area to deliver your response to the topic
- I will say your name, the topic, repeat the topic and then repeat your name
- As each Contestant completes their Table Topic response, the SAA in the contest room notifies the second SAA in the Break-out Room. The next Contestant is brought to the contest room and the procedure is repeated

## **Script for the Contest (Read the words in italics, and follow the instructions in red)**

*Ladies and Gentlemen, the purpose of the Table Topic speech contest is to encourage the development of impromptu speaking skills, to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training and to recognise the best.*

*All of the Contestants are eligible to compete and have been fully briefed. The timing for the Table Topics Contest is 1 to 2 minutes. At the 1 minute mark the green light will come on and remain on for 30 seconds. At the 1 minute 30 second mark the amber light will come on and remain on for 30 seconds. At the 2 minute mark the red light will come on and remain on until the speaker has finished speaking.*

*Timing ceases at the Contestants last word. Disqualification will occur if the speech is less than 1 minute and more than 2 minutes 30 seconds. Please make sure your mobile phones and pagers are switched off.*

*It is important that our Judges are able to concentrate while completing their ballot papers so I ask everyone to please observe a period of silence at the end of each speech to assist the Judges. Once the contest begins, no one will be allowed to re-enter the room.*

*I will introduce each Contestant by saying 'Please welcome John Smith' and you will all burst into applause. At that point, there will not be any further applause. When the speaker arrives at the speaking area, I will repeat their name and give them the topic. I will repeat the topic and the name of the person with no applause.*

*The Speaking order as drawn by the Contestants is as follows:-*

Read slowly so that the Judges can write the names on their ballot sheets. Spell names if necessary.

*The First Speaker is.....*

*The Second Speaker is.....*

*The Third Speaker is.....*

*The Fourth Speaker is.....*

*The Fifth Speaker is.....*

*The Sixth Speaker is.....*

*There will be 1 minute silence between Contestants for the Judges to mark their ballots. Would the SAA please escort all Table Topics Contestants except the first speaker to the room allocated.*

*Ladies and Gentlemen, would you please welcome our first speaker.....*

**Lead Applause**

*Your topic is .....*

**Repeat the topic**

**Repeat Speaker's Name.....**

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

*Ladies and Gentlemen, would you please welcome our second*

speaker.....

**Lead Applause**

*Your topic is* .....

**Repeat the topic**

**Repeat Speaker's Name**.....

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

*Ladies and Gentlemen, would you please welcome our third speaker*.....

**Lead Applause**

*Your topic is* .....

**Repeat the topic**

**Repeat Speaker's Name**.....

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

*Ladies and Gentlemen, would you please welcome our fourth speaker*.....

**Lead Applause**

*Your topic is* .....

**Repeat the topic**

**Repeat Speaker's Name**.....

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

*Ladies and Gentlemen, would you please welcome our fifth speaker.....*

**Lead Applause**

*Your topic is .....*

**Repeat the topic**

**Repeat Speaker's Name.....**

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

*Ladies and Gentlemen, would you please welcome our sixth speaker.....*

**Lead Applause**

*Your topic is .....*

**Repeat the topic**

**Repeat Speaker's Name.....**

Wait until the speaker recognizes you & then be seated. When the speaker has finished, lead the applause and ask for a minute of silence. Keep an eye on the Chief Judge who will indicate to you when all the Judges have finished marking their ballot papers.

When all speakers have finished and Judges have completed the marking of their ballots:-

*I now ask the Judges to check that your ballot sheets are signed. Put your ballot sheet into the envelope. Then hold up the envelope for the Tally Counters to collect.*

*Will the Tally Counters please collect the Judges' envelopes & leave the room with the Chief Judge to tally the ballots.*

## **Interview the Contestants**

After the Chief Judge & Tally Counters leave the room, bring all Contestants back to the stage together:

- Re-introduce each of the speakers
- Interview them briefly with either a question from their Biographical Data Sheet or a specific fun question you have chosen.
- Present them with their 'Certificate of Participation'
- Ask them to remain on stage until you acknowledge the group as a whole.
- Seat them somewhere close to the speaking area to await the arrival of the Chief Judge with the contest results
- Ask the audience to chat amongst themselves until the Chief Judge hands you the certificates/ trophies

# When the Chief Judge gives you the results

- Announce if there were any disqualifications on time, but not by name
- You announce the place getters in reverse order
- You present certificates and trophies

*In third place is ..... (name)*

*In second place is ..... (name)*

*And to represent Area/ Division/ District.....*

*in the Table Topics Contest at the next conference on*

*..... (date) in First place is*

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Allow time for a quick photo shoot and hand control back to the MC / Conference Chair.