

The following is a suggested script for the **Online Spring 2021 Table Topics Speech contest**. This script provides the guidelines to ensure the contest rules such as Chief Judge guidelines, contest rules, speaker introductions and timing are adhered to. As long as you cover items outlined in the current *Speech Contest Rulebook*, feel free to modify the script to “make it your own.”

<p>Sergeant at Arms</p>	<p style="text-align: center;">(Call contest to order)</p> <p><i>Welcome fellow Toastmasters and honored guests to (NAME of Contest, e.g.: Area A1; Division A; District 101 Table Topics Speech Contest for 2021).</i></p> <p style="text-align: center;"><i>Here is some logistical information:</i></p> <p style="text-align: center;"><i>If you need to use your bathroom, it's where you last used it.</i></p> <p><i>Except for the speaker and Toastmaster, everyone will remain on mute. Everyone's video will be off except for the Toastmaster, the signaling timer and the speaker on the stage.</i></p> <p><i>Do not take screenshots or video recordings during any contestant speeches. Video recording is allowed only for people who have received advanced approval from the Contest Chair.</i></p> <p><i>Also, we ask everyone to stay out of the Chat room so contest essential communication can be shared as needed.</i></p> <p><i>If you want to pass a comment to a speaker in the Chat you may do so during the minute of silence between speakers but do not send comments to “Everyone.”</i></p> <p><i>Please take a moment now to ensure you are muted, your video is off. Turn off or silence cell phones and any other devices that may make noise during the contest.</i></p> <p><i>The link to the program/pdf for the contest has been posted in the chat window and is also available on your WhatsApp or Whova app.</i></p> <p><i>To get us started help me welcome</i></p> <p style="text-align: center;">Introduce appropriate officer (District Program Quality Director (PQD)/Division or Area Director)</p>
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District
PQD/Division
or Area
Director

Thank you (SAA Name)

(Welcome Everyone & Introduce Guests)

Before we begin, I want recognize the dignitaries who have joined us today.

(Announce in the following order)

- ♦ current International Director (Region 2)
- ♦ current District 101 officers
 - Program Quality Director
 - Club Growth Director
- ♦ Immediate Past District 101 Director
 - Current PR Manager
 - Current Administration Manager
 - Current Finance Manager
 - Current Parliamentarian
 - Current Logistics Manager
 - Current Division Directors
- ♦ Current Division Area Directors
- ♦ Other District 101 Area Directors in order
- ♦ Other Region current International Directors (non-Region 2)
- ♦ Other District current District Directors
- ♦ Other District current Division Directors
- ♦ Other District current Area Directors
 - Past International Directors (Region 2 first)
 - Past District Directors (101 first)

(If any contestant is a past Dignitary do not announce them at this time. That information is brought out as part of the Contestant interview.)

- ♦ *We are preparing for the next term of office starting 1 July. There are a variety of offices in the District that are up for election. The elections will be held on (DATE) at the District Conference on (DATE).*
- ♦ *Here are the current candidates for elected positions in District 101: (use the list provided by the PQD or the District Director.)*

Speech contests are an important part of the Toastmasters educational program. They are a celebration of our Toastmasters speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.

	<p>To help us start this celebration please welcome our Contest Chair (NAME)</p>
Contest Chair	<p style="text-align: center;">(Welcome)</p> <p>Thank you (NAME of introducing official) and thank you everyone for joining us today.</p> <p>(say for Area Contest) <i>Today's Table Topics Speech Contest winner will progress to represent Area NAME at Division NAME contest, which will take place on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance.</i></p> <p>(say for Division Contest) <i>Today's Table Topics Speech Contest winner will progress to represent Division NAME at the District 101 contests, which will take place during the Annual Conference on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance</i></p> <p>(say for District Contest) <i>Today's Table Topics Speech Contest winner will be named the District 101 Table Topics Champion for 2021.</i></p> <p style="text-align: center;">(Make any announcements about Opportunity Drawing/Contest Organization/Food/Break)</p> <p style="text-align: center;">Introduce Table Topics Speech Contest Toastmaster</p>
Table Topics Speech Contest Toastmaster	<p style="text-align: center;">Welcome to the Table Topics Speech portion of the Area NAME/Division NAME/District 101 Speech Contest.</p> <p><i>First, a bit of background information for the benefit of our guests and new members.</i></p> <p>(say for Area Contest) <i>Today's Table Topics Speech Contest winner will progress to represent Area NAME at the Division NAME contest, which will take place on (DATE; LOCATION). Today's 2nd Place winner will be the alternate and will represent the Division if the 1st Place winner cannot</i></p>

attend.

(say for Division Contest)

Today's Table Topics Speech Contest winner will progress to represent **Division NAME** at the **District 101** contests, which will take place during the Annual Conference on **(DATE; LOCATION)**. Today's 2nd Place winner will be the alternate and will represent the Division if the 1st Place winner cannot attend.

(say for District Contest)

Today's Table Topics Speech Contest winner will be named the **District 101 Table Topics Champion for 2021**.

Purpose

- *Speech contests provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all Toastmasters.*
- *And offer an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.*
- *The Table Topics Speech Contest provides an opportunity for Toastmasters to practice their impromptu speaking skills.*
- *The participants will be asked to provide a 1-to-2-minute response to a unique topic, a general topic which does not require detailed knowledge and leads to an opinion or conclusion.*
- *The same topic is provided to each participant.*
- *The Toastmasters Table Topics Speech Contest is the to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.*

Eligibility

To be eligible a contestant must:

- *Be a Toastmaster in good standing of a club in good standing, meaning the club has 8 or more members and their membership dues are current with Toastmasters International.*
- *Not be a current District or International officer, nor have declared*

the intent to run for, District or International office (i.e. District Program Quality Director, Division Director, etc.).

- *Toastmasters who are members of more than one club and meet all other eligibility requirements may compete at each club level. They may not, however, compete in more than one Division Table Topics Speech Contest, even if the two Divisions are in different Districts.*

(Contest Rules)

The contestants have been briefed about the agreed speaking area which is the frame of their camera.

Contestants are required to stay in the frame, any movement out of the frame which includes parts of their face or upper body will make it difficult for judges to observe them and may not work in their favor.

- *There is no penalty for moving out of frame.*

Speakers may stand or sit depending on the space available to them.

- *Props may be used to support or illustrate the speech.*

There is no recording of speeches, screenshots or pictures allowed during the contest.

- *Everyone is to remain muted, with your video off, except the Toastmaster, the signaling timer and the speaker on the stage.*

Even though you are muted we ask that you turn off all beepers, cell phones or any object that may make noise during the contest.

Once the speaker begins no prompt will be given for moving out of the frame. Speakers can monitor themselves on their computer screen.

There will be one minute of silence after each contestant for the judges to mark their ballots. After the final contestant, I will ask for silence until the judges and ballot counters have collected all the judges' ballots.

(Speaking Order)

I will address each speaker by name and ask "Are You Ready?"

- [The Contestant will select “Hide non-video participants”]
- [Once that is done, the Contestant is required to provide an Audible “Yes, I am ready” to confirm their audio is on and they are ready to speak.]

Next I will ask each speaker “Can You See the Timer”

- [The Contestant may optionally pin the Timer. The Contestant will provide an audible “Yes” to the Toastmaster]

Then I will ask the Timer, “Timer Are you Ready”

The Timer will respond “The Timer is Ready.”

To eliminate any perception of bias, I will introduce each contestant in the same way:

Speaker Name, Table Topic, Table Topic, Speaker Name

The Speakers will not start their speech until I formally announce them.

The speaking order has been chosen randomly by drawing lots. I’ll announce the order now. You may want to mark your program with the contestant speaking order. The speaking order is shown on this slide and it will be posted in the Chat Room.

**Area NAME/Division NAME/District 101
Table Topics Speech Contest Speaking Order**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

[Post it in the Chat Room after order is announced]

(Introduce Chief Judge)

To explain the Contest Rules help me welcome our Table Topics Contest Chief Judge.

<p>Table Topics Speech Contest Chief Judge</p>	<p><i>Thank you Mr./Madam Toastmaster.</i></p> <p>-----</p> <p>(if the Toastmaster has not defined the eligibility criteria)</p> <p><i>To be eligible to compete in today's contest each Toastmaster must be a member in good standing in a club in good standing.</i></p> <ul style="list-style-type: none"> - <i>That means the member has paid dues and the club has paid dues to Toastmasters International.</i> • <i>The member cannot have declared the intent to run for District or International office.</i> • <i>The member cannot be competing in another Division Table Topics Speech contest.</i> <p>-----</p> <ul style="list-style-type: none"> - <i>All contestants meet the eligibility criteria.</i> (based on the Chief Judge receipt of Eligibility Forms) - <i>All speeches are to be substantially original - any quoted material must be identified during the speech presentation.</i> (25% or less of the speech may be non-original material. The Material must be attributed to the source where the contestant heard it/saw it) - <i>Except for the announced speaker and signaling timer everyone will remain muted with their video off.</i> - <i>Table Topics Contest speeches must be from 1 minute to 2 minutes. Any contestant speaking less than 1 minute or more than 2 minutes 30 seconds will be disqualified.</i> - <i>Timer please prepare to demonstrate the timing:</i> <ul style="list-style-type: none"> • <i>Green Background at 1 minutes</i> • <i>Amber/Yellow Background at 1 minute 30 seconds</i> • <i>Red Background at 2 minutes. The Red Background will stay up until the speaker has finished speaking. No notice will be given if a speaker goes over time.</i> - <i>Timing starts with the 1st word uttered or when the speaker uses any form of communication to the audience.</i> - <i>Judges have been instructed not to consider time in their ranking of the speakers</i> <p><i>In the event the lights fail, the speaker should continue to speak</i></p>
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	<p><i>unless advised to stop by me, or the Contest Chair. I will grant an additional 30 seconds time to the speaker.</i></p> <ul style="list-style-type: none"> - <i>As mentioned there will be a one minute of silence in between speakers. Please note that means total silence.</i> <p><i>If audio or video technology fails during the contest</i></p> <ul style="list-style-type: none"> • <i>If only one contestant is impacted, the Chief Judge I will pause the contest until the technology issue is resolved.</i> • <i>The contestant will resume their speech at the point at which the technology failed and will be allowed 30 seconds extra time for the completion of his or her speech.</i> • <i>If the Contest Chair determines that the contest can no longer continue (due to a lack of contestants or contest officials), the contest will be reconvened at a later date or time.</i> <ul style="list-style-type: none"> - <i>There are 7 judges (no less than 5 for Area, and can be more than 7) and a secret tie breaker judge known only to the Chief Judge</i> - <i>All judges have been briefed and are qualified to judge this contest.</i> - <i>Protests may only be entered by a contestant or a Judge. The protest must be based on eligibility or originality and presented to the either the Chief Judge and/or Contest Chair</i> - <i>Once the results have been announced, all decisions are final</i> <i>Are there any questions?</i> <p><i>All the contestants, judges, timers and ballot counters have been briefed.</i></p> <p><i>Will the Tech Chair please move the Sergeant of Arms and all contestants except contestant No. 1 to the breakout room.</i> (allow time)</p> <p style="text-align: center;">Thank you Mr./Madam Toastmaster</p>
<p>Table Topics Speech Contest</p>	<p style="text-align: center;">Thank you Mr./Madam Chief Judge</p> <p><i>It's time for us to begin.</i></p>

Toastmaster

As a reminder, each speaker will be given the same Table Topic question and will have 2 minutes to respond.

I will announce the

Speaker's Name; the Topic; the Topic; the Speaker's Name

- **(NAME of First Contestant): "Are You Ready?"**
 - Contestant provides an Audible "Yes, I am ready"

- *"Can You See the Timer"*
 - Contestant replies: "Yes"

- *"Timer Are you Ready"*
 - *Timer responds: "The Timer is Ready."*

Contestant 1:

Name: _____

Topic: _____

Topic: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Second Contestant): "Are You Ready?"
Contestant provides an Audible "Yes, I am ready"

"Can You See the Timer"
Contestant replies: "Yes"

"Timer Are you Ready"
Timer responds: "The Timer is Ready."

Contestant 2:

Name: _____

Topic: _____

Topic: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Third Contestant): *“Are You Ready?”*
Contestant provides an Audible *“Yes, I am ready”*

“Can You See the Timer”
Contestant replies: *“Yes”*

“Timer Are you Ready”
Timer responds: *“The Timer is Ready.”*

Contestant 3:

Name: _____

Topic: _____

Topic: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Fourth Contestant): *“Are You Ready?”*
Contestant provides an Audible *“Yes, I am ready”*

“Can You See the Timer”

Contestant replies: "Yes"

"Timer Are you Ready"

Timer responds: "The Timer is Ready."

Contestant 4:

Name: _____

Topic: _____

Topic: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Fifth Contestant): "Are You Ready?"

Contestant provides an Audible "Yes, I am ready"

"Can You See the Timer"

Contestant replies: "Yes"

"Timer Are you Ready"

Timer responds: "The Timer is Ready."

Contestant 5:

Name: _____

Topic: _____

Topic: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

(NAME of Sixth Contestant): "Are You Ready?"
Contestant provides an Audible "Yes, I am ready"

"Can You See the Timer"
Contestant replies: "Yes"

"Timer Are you Ready"
Timer responds: "The Timer is Ready."

Contestant 6:

Name: _____

Topic: _____

Topic: _____

Name: _____

(After Speech, request One Minute of Silence)

(Timer Shows Timer White Background or Green Background then shows the Red Background at the end of one minute)

After the last minute ask the Timer to leave the Red Background up until all ballots are received or the judges and ballot counters are all moved in the breakout room.

Remind everyone to remain silent until the judges have been put in the breakout room to complete their ballots.

** (The Chief Judge will notify the Timer, Toastmaster and Contest Chair when all judges and Ballot Counters are in the Breakout Room – the Timer will change the Red screen/background to Green).**

[once the Background turns to Green the Toastmaster will begin the interview process]

	<p style="text-align: center;">(Contestant Interview)</p> <p style="text-align: center;">(Interview each contestants in speaking order)</p> <ul style="list-style-type: none"> ● Explain that the Certificates of Participation will be sent to the participants. ● Ask each contestant the name of their club and how long they have been a Toastmaster. ● If time permits, ask another “interview” question related to biographical information or speech topic. ● Planned duration of the interview will be determined by prior discussion with the Contest Chair. <p><i>Let’s have another hand for all of our contestants.</i></p> <p style="text-align: center;">(After concluding the interview return control to Contest Chair)</p> <p><i>Let’s welcome back Our Contest Chair (NAME)</i></p>
Contest Chair	<p><i>Let’s have another hand for our Toastmaster (NAME)</i></p> <p><i>An event like this does not happen without the contestants willing to share their time and talents with us.</i></p> <p><i>In addition this event is made possible through the support and effort of a team of people.</i></p> <p style="text-align: center;">(display the slide with the Functionary Titles and Names. This includes the Event Chair, Contest Toastmaster, Chief Judge, Sergeant at Arms, Timers, Ballot Counters)</p> <p style="text-align: center;"><i>To announce the results let’s welcome back...</i></p> <p style="text-align: center;">Introduce appropriate officer (District PQD/Division or Area Director)</p>

<p>District PQD/Division or Area Director</p>	<p><i>Thank you (NAME of Contest Chair)</i></p> <p><i>Before announcing the results I want to announce there:</i></p> <ul style="list-style-type: none"> ● <i>ARE NO Time Disqualifications</i> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ● <i>IS/ARE (#) Time Disqualification(s). Those contestants effected will be notified privately by the Chief Judge.</i> <p><i>Let me remind you that today's Table Topics Speech Contest winner will ...</i></p> <p>(say for Area Contest) <i>... represent Area NAME at Division NAME contest, which will take place on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance.</i></p> <p>(say for Division Contest) <i>... represent Division NAME at the District 101 contest, which will take place during the Annual Conference on (DATE; LOCATION). If a contest winner is unable to participate in the next contest level, the highest placed available contestant will advance</i></p> <p>(say for District Contest) <i>... be named the District 101 Table Topics Champion for 2021.</i></p> <p><i>Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters or timers may immediately interrupt to correct the error.</i></p> <p style="text-align: center;">[In contests with three (3) or more participants:</p> <ul style="list-style-type: none"> ● a third-place winner ● a second-place winner ● and a first-place winner will be announced. ● Winners will be announced in reverse order.] <p style="text-align: center;">[In contests with fewer than three (3) participants:</p> <ul style="list-style-type: none"> ● a second-place winner (if applicable) ● a first-place winner will be announced. ● Winners will be announced in reverse order.
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	<p>[Occasionally, a contest will be held with only one (1) contestant.]</p> <ul style="list-style-type: none"> ● A contest must still be held ● If the contestant does not meet the timing, originality, and eligibility requirements the contestant will be disqualified <ul style="list-style-type: none"> ● Announce Third Place Winner (applaud/wave) ● Announce Second Place Winner (applaud/wave) ● Announce First Place Winner (applaud/wave) <p>(Awards are presented by displaying the Award Certificates (3rd, 2nd, 1st) one at a time in Shared Screen mode for each Award Level, one at a time.)</p> <p style="text-align: center;">(Brief Speech if desired)</p> <p style="text-align: center;">Let's welcome back our Contest Chair (NAME)</p>
Contest Chair	<p><i>Thank you Mr./Madam District PQD/Division or Area Director</i></p> <p><i>Let's have another round of applause for all our contestants today.</i></p> <p><i>The winner and runner ups will be contacted by email to verify the information that will be sent to the next level contest.</i></p> <p><i>Participation Certificates for all contestants and the functionaries who made this event happen will be provided by email.</i></p> <p><i>We especially want to thank our District Leaders Present and Past who shared their time with us today to make this Contest a success.</i></p> <p><i>Thank you to all of you for attending and supporting the contestants.</i></p> <p><i>We will leave the room open for another 10 minutes for people who would like to spend some time congratulating the speakers, or talking with friends.</i></p> <p><i>This Contest is officially adjourned.</i></p>

Notes for Club Contests

At the Club Level:

1. The role of the Club Vice President of Education (VPE) is to schedule and help put together the Club Contest.
 - a. The role of the Contest Chair in the script can be filled by the VPE.
 - b. If the VPE is competing, then the Contest Chair can be assigned to another club member.
2. The District/Area/Division Officer can be filled by the Club President.
 - a. If the President is competing in the Club Contest then the District/Area/Division Officer role can be filled by the Contest Chair.
 - b. In this case adjust the script as appropriate.
3. At the Club Level it is important that the contestants know the eligibility requirements and how the contest is conducted. Those are important elements for the contestants to know at the club level before moving to the next level.