

2023 Table Topics Speech Contest Script

1. Encourage online contestants and contest staff to sign on early. Contestants 30 –minutes and 15 minutes for contest officials before the start of the contest.
 2. **Zoom Master:** place contestants into the Contestant Breakout Room. Place judges in the Judges' Breakout room.
 3. When the Audience arrived, move them immediately to the Main Contest Breakout Room
 4. Then, 5 minutes before the contest starts, move the contest staff and contestants to the Main Contest Breakout Room. (Maximum two hundred).
 5. **Red and green font copy are Script instructions.** Black and **Blue font copy are to be read or spoken.**
 6. **NOTE:** Each Area will have a different topic, provided **to the Contest Toastmaster in envelopes by the Contest Chair.**
 7. **Contest Toastmaster:** Pay Attention! • Stick to the script • Pay attention to the Timer • Double-check contestant is in the online room before introducing.
 8. **As each contestant finishes, return to the stage, then announce the one minute of silence or unlimited silence.**
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Technical Host/ Zoom Master

SAA Call contest to order.

Welcome fellow Toastmasters and honored guests to today's

Table Topics and International Speech Contests.

Zoom Master - Show Slide

It is time to provide you, the audience, with some guidelines about today's speech contests. These proceedings are designed to ensure that we run a fair contest to give each contestant a level playing field in which to compete.

1. *During all the contests taking place today, it is important that everyone online is on mute so the contestants can speak and be heard without distraction. All online participants were muted by default as you entered. Please verify that your line is muted.*
2. *Also, during the contest, only the online speaker's video and the timer's video are allowed by Toastmasters International to be turned on. Audience members online may want to consider using Speaker View during the contest, found at the top right of your screen.*
3. *For our online audience, The chat feature will be turned off.*
4. *For our onsite attendees, Restrooms are located _____ . During speeches, the audience is requested not to leave their seats.*
5. **No photographs or video recordings are allowed during contestant speeches – online and onsite.**
6. **Please take a moment now to turn off or silence cell phones and any other devices that may make noise during the contest.**
7. Should technology issues occur to the degree that hinders the contest, the **chief judge for this contest can decide** to stop the contest and resume when the issues are resolved.
8. If only one contestant is impacted, the chief judge will pause the contest until the technology issue is fixed. The contestant will resume his/her speech at the point at which the technology failed and will be allowed 30 seconds extra overtime before being disqualified.

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Sergeant-at-Arms or Zoom Master Introduce Area Director(s)

1. **Introduce Area Director, <name> If more than one Area is participating, acknowledge all**

Designated Area Director will read the online speech contest statement:

Zoom Master, please display the slide(s) with the statement

- **Online & Hybrid speech contest statement:** By attending this *hybrid and remote speech* contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

Recognize dignitaries that may be present.

Before we begin, I want to recognize the dignitaries who have joined us today. [Use the current dignitary list. Introduce the District Director, Program Quality Director, and Club Growth Director, if present. Then, You may want to announce that other dignitaries will be acknowledged near the end of the contest, Or, if you do introduce them, remember: Do not acknowledge past dignitaries who are competing or serving as contest officials in the contest.

Then introduce the Table Topics Contest Toastmaster.

We are honored to have as our Contest Toastmaster, [education designation, name]

Note if the education designation is DTM, please say Distinguished Toastmaster.

TOASTMASTER: Thank you, Madam/Mister Club President [or VPE] It is my pleasure to serve as your Toastmaster for this/these Area Table Topics Speech Contest(s).

Speech contests are an important part of the Toastmasters International educational program. They provide

- Variety to the Toastmasters experience.
- An opportunity for speakers to improve their speaking abilities as an encouragement to all members.

Table Topics are short impromptu speeches in response to a topic that test the ability to speak on a given subject without advanced notice.

All contestants in each area will receive the same topic which will be general.

When the contest begins, both online and onsite Sergeants-at-Arms will **escort all contestants** from the room except for the first speaker. Once the other contestants are in a designated area where they cannot hear the proceedings, we will invite the first contestant to the stage to select an envelope containing the topic. I will remove the topic and introduce the first contestant, read the topic and repeat the topic and repeat the contestant's name. All contestants will have the opportunity to do a sound check before speaking.

Timing will begin with the first word of the contestant's speech. After the introduction.

After each contestant has finished, the Sergeant-at-Arms will bring in the next contestant. After

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delivering their speech, contestants may stay in the room.

We will observe one minute of silence after each contestant has spoken while the judges mark their ballots. **After the last contestant speak, we will remain silent until all the ballots have been collected.**

I will interview all of the contestants so that you can learn something more about them.

Today we have

<total # contestants> Table Topics contestants. The first place finisher will move on to the Area contest. Second place is important because if the first place is unable to compete in the area contest, the second place finisher steps in.

Mr. Zoom Host and Sergeants-at-Arms (SAA), please move all contestants, except the first speaker, to the breakout rooms. <One (1) sergeant-at-arms should remain onsite in the room to alert the SAA who is with the contestants when to send in the next speaker.>

If your club contest is hybrid, above instructions may be applicable.

The contestants have been briefed. By random drawing, the contestants will speak in the following order:

Zoom Master, please display the slide with the order

Contestant #1: _____
Contestant #2 _____
Contestant #3 _____

Toastmaster: Madame/Mr. Chief Judge: has the judging team been briefed? **<Wait for an affirmative response.>**

If the first contestant is onsite, say: Will the first contestant come to the stage? **<hold up the 3 envelopes and ask him/her to choose a number and then open the chosen envelope to read the topic.>**

Introduce the contestant as follows: Name of the contestant; read the topic, read the topic again, and repeat the name of the contestant.

- **If the first contestant is online, say:**
“Will our first contestant enable your microphone and camera and pin the timer? When you have done so, please say READY.” Contestant #1, please choose an envelope by announcing the number for your selection 1-2 or 3.”

Introduce the contestant as follows: Name of the contestant, read the topic, read the topic again, and repeat the name of the contestant.

The 1st online contestant may respond: Thank you, Toastmaster, for the 2nd microphone check. Timing can then begin.

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If the first contestant is onsite, When the contestant finishes, return to the stage he or she may shake your hand. Then say, We will now observe 1 minute of silence. Timer, please give me a signal when a minute has elapsed.

The timer is to display the red virtual screen and then remove it when the minute has elapsed. He or she may say, "time."

During the minute of silence, the Sergeant-at-Arms or Zoom Master will bring in the next Contestant. Proceed to introduce the next contestant.

For online speakers, the microphone check will take place first and then the introduction should be: "Will our next contestant enable your microphone and camera and pin the timer? When you have done so, please say READY."

INTRODUCTION: name of the contestant, topic, topic, name of the contestant

For the onsite introduction of the 2nd and subsequent contestants, then the introduction is: Will the next contestant come to the stage? **Introduce the contestant as follows:** Name of the contestant, read the topic, read the topic again, and repeat the name of the contestant. **The contestant is to respond,** "Thank you Contest Chair."

Timing will begin with the first word.

When the contestant finishes, say We will now observe 1 minute of silence. Timer, please give me a signal when a minute has elapsed.

Introduce the next contestant using one of the above online or onsite formats for each area until the contest ends.

When the last contestant has spoken, say, "Ladies and Gentlemen, please remain silent until the Chief Judge and Ballot Counters have collected all the ballots for this first contest.

When the Chief Judge signals that all ballots are collected, you may start the contestant interviews.

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This concludes the Table Topics Speech Contest. Contestants, I will now interview each of you in the order that you spoke.

As recognition of your contest participation, the Contest Chair will email each of you a Certificate of Participation. Let us find out more about our Contestants.

Contestant Interviews Interview contestants and thank them for participating. Please keep the contestant interviews short and to the point. There is no need to comment on each answer. [If you become aware that the judges are dealing with a protest, you will have to interview for a longer period. Or, after interviewing the final contestant, thank everyone, ask for applause for contestants and then announce a break.

What prompted you to enter the contest?

What advice do you have for someone who is thinking of entering a contest?

Is there anyone you wish to recognize or thank?

[Refer to the Contestant's Profile sheet for 4th question to ask. Limit time to 2 minutes per contestant.]

After the interview of the final contestant, say:

Audience: Online Audience, please unmute. Onsite and Online audience, join me in giving our contestants a rousing round of applause.

Conclude as Toastmaster with these or similar sentiments:

Thank you, Club President or VPE. It has been a pleasure serving as Toastmaster for the Table Topics Speech Contest. **If the club's International Speech Contest takes place on another day, you won't need to say the following:**

After a 10-minute break, we will begin our International Speech Contests. We are in recess.

Contest Toastmaster Best Practices & Tips

- 1) You are the Master of Ceremonies. Your objective, in addition to emceeding the contest is to get the audience to come away feeling positive about their experience and energized to participate more in Toastmasters activities.
- 2) Rehearse name pronunciations and speech titles beforehand.
- 3) Avoid even the appearance of exclusivity, favoritism, or unfairness. Use the same voice variation and tone for all contestants.
- 4) There should be no remarks about the contestant's attire, accessories or props before they start speaking.
- 5) There should be no commentary or remarks about the speeches after the contestant is done speaking, other than a simple "Thank you." Under no circumstances should there be any references to the contestant's club or education level, until the "Interview contestants" section.
- 6) Be prepared for "impromptu" conversations during the course of the contest. You could have situations with technical issues, people speaking on mute Stay calm, and work with the SAAs to address these issues. Never interrupt a contestant mid-speech, unless authorized by the Chief Judge.
- 7) Defer to the Chief Judge for all decisions regarding technical issues that a contestant may have.
- 8) Even if you are an experienced Toastmaster, rehearse your role beforehand. You may not be perfect but learning and improving your skills is one of the reasons you are in Toastmasters. **Have fun!**