

Table Topics Speech Contest Toastmaster Script for Combined Area Contests

[Area _] and [Area _] Fall Table Topics Contest
[Day, Month, DD, YYYY]

NOTES TO CONTEST TOASTMASTER (CONTEST MASTER)

This script serves as a guideline for the Contest Toastmaster. Please feel free to add your oomph to it.

- The contest chair will provide the contest toastmaster with a folder on the day of the contest that contains all the contest materials needed for that day.
- Before the contest begins, ask all Table Topics speech contestants to join you somewhere in the room so they can draw a number. That number will be their speaking order in the contest. *(Numbers will be included in your contest master folder)*
- Verify that no contestant is wearing a name badge or pin that identifies his or her name and/or club name.
- Show or tell them where the speaking area begins and ends. *(Coordinate with the Humorous Speech contest master to have the same speaking area)*

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- *You may be introduced by the Contest Chair, Contest Toastmaster of the Day or Contest Sergeant-at-Arms*

CONTEST INTRODUCTION

Fellow Toastmasters, Visiting Toastmaster Dignitaries and Most Welcomed Guests

- It is now time for the [Area 1] and [Area 2] Evaluation Speech contests.
- Before we begin the contest let's review a few general reminders
 - Please turn off all electronic devices that may produce an audible sound.
 - The rules have been reviewed with the Chief Judge and the contestants. The Contestants are aware of the location of the timing device
 - All judge's guides and ballots, counter's tall forms, and time record sheets are considered confidential
 - Taking of photographs during the speeches is not permitted.
- Today's contest is an opportunity to hear some of the best extemporaneous speakers in [Area 1] and [Area 2].

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- We will begin with the [Area 1] contest. After all the ballots have been collected and given to the Chief Judge, we will proceed with the [Area 2] contest.

The speaking order for [Area 1] is: *(Repeat contestant names two times each)*

#1: _____

#2: _____

#3: _____

#4: _____

#5: _____

#6: _____

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The speaking order for [Area 2] is: *(Repeat contestant names two times each)*

#1: _____

#2: _____

#3: _____

#4: _____

#5: _____

#6: _____

Ask the Timer to read the timing roles

- **Is the Timer ready?** *(Wait for response)* **Is the Chief Judge ready?** *(Wait for response)*
- We are ready then. Let the Table Topics Contest begin!

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- Our first speaker for [Area 1] will remain in the room. Sergeant-At-Arms, please escort the remaining contestants from both [Area 1] and [Area 2] to another room
After the contestants and Sergeant-At-Arms have left the room (Give a minute for them to leave the room)

As you announce the first speaker - Lead the applause)

- **Table Topics Contestant #1** – (Name) _____
 - *(Topic) REPEAT (Topic)*
 - REPEAT Contestant #1 (Name)
 - ***Request 1 minute of silence after the Table Topic speech***
- **Table Topics Contestant #2** – (Name) _____
 - *(Topic) REPEAT (Topic)*
 - REPEAT Contestant #2 (Name)
 - ***Request 1 minute of silence after the speech***
- **Table Topics Contestant #3** – (Name) _____
 - *(Topic) REPEAT (Topic)*
 - REPEAT Contestant #3 (Name)
 - ***Request 1 minute of silence after the speech***
- **Table Topics Contestant #4** – (Name) _____
 - *(Topic) REPEAT (Topic)*
 - REPEAT Contestant #4 (Name)
 - ***Request 1 minute of silence after the speech***
- **Table Topics Contestant #5** – (Name) _____
 - *(Topic) REPEAT (Topic)*
 - REPEAT Contestant #1 (Name)
 - ***Request 1 minute of silence after the speech***
- **Table Topics Contestant #6** – (Name) _____
 - *(Topic) REPEAT (Topic)*
 - REPEAT Contestant #6 (Name)
 - ***Request 2 minutes of silence after last speech***

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Judge's Forms / Ballots Collected

Judges please total up your score sheets and fill out your ballot forms. Please hold up your ballot when you are ready for it to be collected.

(Once all the ballots have been collected)....

Ask the Chief Judge if all the ballots have been collected for [Area 1]

All the [Area 1] ballots have been collected. We will now begin the [Area 2] contest.

- Sergeant-at-Arms, please escort the first contestant for [Area 2]. *(Lead the applause)*

- **Table Topics Contestant #1** – (Name) _____
- *(Topic) REPEAT (Topic)*
- REPEAT Contestant #1 (Name)
- ***Request 1 minute of silence after the Table Topic speech***

- **Table Topics Contestant #2** – (Name) _____
- *(Topic) REPEAT (Topic)*
- REPEAT Contestant #2 (Name)
- ***Request 1 minute of silence after the speech***

- **Table Topics Contestant #3** – (Name) _____
- *(Topic) REPEAT (Topic)*
- REPEAT Contestant #3 (Name)
- ***Request 1 minute of silence after the speech***

- **Table Topics Contestant #4** – (Name) _____
- *(Topic) REPEAT (Topic)*
- REPEAT Contestant #4 (Name)
- ***Request 1 minute of silence after the speech***

- **Table Topics Contestant #5** – (Name) _____
- *(Topic) REPEAT (Topic)*
- REPEAT Contestant #1 (Name)
- ***Request 1 minute of silence after the speech***

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- **Table Topics Contestant #6** – (Name) _____
- (Topic) *REPEAT* (Topic)
- REPEAT Contestant #6 (Name)
- ***Request 2 minutes of silence after last speech***

- Judges please total up your score sheets and fill out your ballot forms. Please hold up your ballot when you are ready for it to be collected.

Once the ballots have been collected. The Chief Judge and Ballot Counters will leave the room to tally them.

When the Chief Judge and Ballot Counters have exited the room...

- Ask Contestants to join you at the front of the room (***Note: Table Topics Speech contestants that plan to participate in another speech contest that day are NOT interviewed at this time, unless they have completed both contests***)
- Interview Contestants - (some questions you may want to ask contestants, also review their Speech Contestant Profiles for additional interview questions)
 - What club you belong to and how long have you been in TM?
 - What do you like about TM?
 - How have you benefited from TM?
 - What changes have you seen in yourself in terms of communication or leadership skills since joining TM?
 - What goal would you like to accomplish this TM year?
- Present Certificates of Participation

- **Table Topics Contest – Closing Remarks**
 - Congratulate and thank the contestants.
 - Inform everyone that the winners will be announced at the conclusion of the Speech Contests
 - Return control to _____