

# Online District Table Topics Contest Script

## Sergeant at Arms 1:

(Smile, look at the audience and then proclaim:)

“Fellow Toastmasters and distinguished guests, it is time for the District 29 Table Topics Speech Contest.”

(Rap the gavel once.)

“My name is \_\_\_\_\_ and I am the Sergeant at Arms for today’s contest. As a reminder, please keep your audio muted and turn off your video. Please do not chat during contest proceedings. If you need technical assistance, please chat privately with Zoom Host or any Zoom Co-hosts Privately.

At this time, I would like to welcome our host, Program Quality Director, Distinguished Toastmaster, Chalese Gilmore.”

(Mute your audio and turn off your video.)

## Program Quality Director:

{PQD recognizes dignitaries from the Protocol List and makes remarks regarding the contests}

“Now I will pass control to our Contest Master, \_\_\_\_\_ to get our Table Topics Speech Contest started.”

**Mute your audio and turn off your video.**

(Note: Once the Contest Master is introduced, any contestants who arrive after this point are disqualified from the contest.)

## Contest Master:

“Fellow Toastmasters and guests, welcome to the District 29 Table Topics Speech Contest. I would like to express my sincere appreciation to all the contestants who entered our virtual contest today and have proceeded successfully through Club, Area and Division Contests

“Here is a brief explanation of the Table Topics Contest procedures:

- All of the contestants will receive the same table topic.

- When the contest begins, all contestants except for the first contestant will be invited to a Breakout Room.
- I will introduce each speaker by stating their name, the table topic, the table topic again, and their name again.
- I will also type the question privately in chat directly to the contestant, as well as read it out loud.
- After each contestant, there will be one minute of silence for the judges to mark their ballots.
- When the last contestant has finished, the judges will be given as much time as they need to complete their ballots and have them collected by the Ballot Counters. The judges, ballot counters, timers and the Chief Judge will enter the Breakout Room.”

“Following is the speaking order of the contestants:

(Give the speaking order slowly and repeat it, as the judges need to write the contestants names on their ballots.)

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

6<sup>th</sup> \_\_\_\_\_

7<sup>th</sup> \_\_\_\_\_

“Now it is time to introduce our Chief Judge, \_\_\_\_\_ to go over the contest protocol.”

**Contest Master mute your audio and turn off your video.**

**Chief Judge:**

“Thank you, Contest Master.

First let me explain how the Table Topics Speech Contest is judged. During the Table Topics Speech Contest the contestants will be judged on the following criteria:

- Content – 55%

- Delivery – 30%.
- Language – 15%

All the contestants, judges, and contest officials have been fully briefed.

All the contestants are eligible to compete.

Now for the Rules of Common Courtesy:

- Please keep your audio muted and your video turned off.
- No photographing or recording of the video and/or audio is allowed while contestants are speaking unless they have given advanced approval. This includes the use of cell phones, screen captures or any other form of recording any images, video, or audio. If a contestant has received approval to record themselves, they will be able to record themselves by clicking on the record button just before they start. It is their responsibility to ensure that their screen is setup appropriately to record.

Are there any questions? If you do have any questions, you may enter them in the chat box now addressed to everyone.”

(Wait for 10 seconds for questions to be posted in chat. Address any questions posted or spoken. If no questions, then say the following.)

“Mister/Madam Contest Master, let the contest begin.”

(Mute your audio and turn off your video)

## Contest Master:

“Thank you, Mister/Madam Chief Judge!

Request the Zoom Host to invite the Sergeant at Arms 2 and the contestants to the Breakout Room. Once all the contestants except Contestant 1 have successfully joined the Breakout Room, the Zoom Host will announce that the contestants are out of the room.)

(Introduce the first contestant:)

“Contestant number \_\_\_\_, please turn on your video, unmute your audio. Are you ready?

- “(Name) \_\_\_\_\_
- (Table Topic) \_\_\_\_\_
- (Table Topic Again) \_\_\_\_\_
- (Name Again) \_\_\_\_\_.”

(Mute your audio but remain visible while the contestant is speaking.)

(When the contestant is finished:)

“We will now have one minute of silence while the judges mark their ballots. Mister/Madam Timer, please provide a green signal at one minute.”

(During the minute of silence **lead** the silence. The audience will take their cue from you. When the minute is up, introduce the next contestant.)

(Repeat the above process until all contestants are done. After the last contestant, say the following:)

“The judges, timers, ballot counters and the chief judge will be sent to a breakout room. The judges will be given as much time as they need to complete their ballots and have them collected by the Ballot Counters. Would the Zoom host please let me know when all the officials are in the breakout room.”

(When the Zoom host notifies you all officials are in the breakout room, then it will be time to interview the contestants. Interview only those contestants that are participating in the Table Topics Speech Contest **ONLY**. If they are also participating in the Humorous Speech Contest; they will be interviewed later.)

“Please help me welcome the Table Topics Speech contestants that are not competing in the Humorous Speech Contest. Would all the contestants please unmute your audio and start your video.”

(Interview the contestants in their speaking order. Ask them how long they have been a Toastmaster and what club they are representing. If there is time, ask one additional question of each contestant—you can use their “Contestant Profile” to generate interview questions.)

(After each interview, thank the contestant. The PQD will present one Certificate of Participation on camera. Read only the first Certificate that is presented to the first contestant in its entirety and give them a gesture of appreciation.)

(At this time, turn the contest over to the Sergeant at Arms to adjourn the contest.)

(Contest Master mute your audio and turn off your video.)

### **Sergeant at Arms 1:**

“The District 29 Table Topics Speech Contest is now adjourned.”

(Rap the gavel once).

(At this time, turn the contest over to the District 29 Program Quality Director)

“Now, please welcome our Program Quality Director, Distinguished Toastmaster, Chalese Gilmore.”

### **Program Quality Director:**

(The PQD will make any final announcements and recognize members who assisted in the contest.)

“We will now take a ten-minute break before the Humorous Speech contest begins. Mister/Madame timer, please start a ten-minute countdown. Please feel free to unmute yourself and start your video and network for the next ten minutes or take a break.”

Announcement of Winners will be done at the end of the Humorous Speech contest. The PQD will be sent the contest results by the chief judge via private chat and/or email and/or text.