

## Contest Chair (Division Director)

For District 29 contests, the Contest Chair is the Division Director.

### A. Preparation for the Contest

These steps must be completed over 2 weeks before the scheduled date for the contest.

- Identify members of the Contest Team (see B. Contest Team Selection Checklist).
  - Candidates for elected District leader positions for the term beginning the subsequent July 1 are ineligible to serve as a contest official or as a test speaker at the Area, Division, or District level. (Speech Contest Rules Section 2F.)
- Share your contest date with your clubs as soon as your date is selected.
- Select your location that can accommodate 40-60 people.
- Confirm that there is a lectern or podium on stage, and a chair on the side of the stage for the Contest Master to sit while the contestants are speaking.
- Reserve seats at the front for contestants.
- Make arrangements for refreshments and food.
- Determine the timing device (red/yellow/green lights or PowerPoint and a monitor) and also bring paper cards as a backup.
- Bring enough envelopes (at least 25) for the judges to place their ballots for each contest.
- Confirm how many Area contest winners can be sent to the Division contest (1<sup>st</sup> place winner only or 1<sup>st</sup> and 2<sup>nd</sup> place winners).
- Request assistance from the clubs to fill roles in the contest (e.g., Ballot Counter, Timer, etc.).
- Advertise the date of the contest with the District 29 Public Relations Team.
- To be eligible to compete in the Table Topics contest, a contestant must:
  - a) Be a paid member of a club in the area, division, and district in which he or she is competing.
  - b) The club must also be in good standing.
  - c) A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
  - d) Not be disqualified or deemed ineligible to compete at any previous level. (See the current [Speech Contest Rulebook](#), Section 2, Eligibility)
- Toastmasters International speech contest forms are available for download at: <https://www.toastmasters.org/resources/speech-contests>:
  - Speech Contest Rulebook (Item 1171)
  - Speaker's Certification of Eligibility and Originality (Item 1183)
  - Speech Contestant Profile (Item 1189)
  - Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
  - Judge's Guide and Ballot for Table Topics (Item 1180)
  - Judge's Certification of Eligibility and Code of Ethics (Item 1170)
  - Counter's Tally Sheet (Item 1176)
  - Tiebreaking Judge's Guide and Ballot (Item 1180a)



- Speech Contestant Profile (Item 1189)
- Notification of Winners (Item 1182)
- Results Form (Item 1168)

## B. Contest Team Selection Checklist

These steps must be completed over 2 weeks before the scheduled date for the contest.

**NOTE:** Last minute changes to the contest team may occur, changes to the Contest Master and Chief Judge roles **must** be reported to the Program Quality Director (PQD) as soon as possible.

- Identify a Contest Master:
  - District 29 Contest Masters for a Division contest must have experience serving as a Contest Master for an Area or Division contest.
  - Confirm the selection with the District 29 PQD ([pqd@tmd29.org](mailto:pqd@tmd29.org)) as soon as the selection is confirmed.
  - The selection must be confirmed at least 2 weeks prior to the contest.
  - In District 29, the Contest Master should not be a Contest Chair in the same contest.
  - Share this document with the Contest Master.
- Identify a Chief Judge:
  - Confirm the selection is eligible to be a Chief Judge [see Judge's Certification of Eligibility and Code of Ethics (Item 1170)]
  - Confirm the selection with the District 29 PQD ([pqd@tmd29.org](mailto:pqd@tmd29.org)) as soon as the selection is confirmed.
  - The chief judge, voting judge, or tiebreaking judge must not be a member of any club in which a contestant is a member.
  - The selection must be confirmed at least 2 weeks prior to the contest.
  - Send the Judge's Certification of Eligibility and Code of Ethics (Item 1170) form to the selection.
  - Confirm that the Chief Judge will find a Tie Breaking Judge.
  - Share this document with the Chief Judge.



- Identify 7 Judges
  - At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges.
  - The chief judge, voting judge, or tiebreaking judge must not be a member of any club in which a contestant is a member.
  - Confirm the selection is eligible to be a Judge [see Judge's Certification of Eligibility and Code of Ethics (Item 1170)].
  - The selection must be confirmed at least 2 weeks prior to the contest.
  - Send the Judge's Certification of Eligibility and Code of Ethics (Item 1170) form to each Judge. Request that the forms are returned as soon as possible and share the forms with the Chief Judge.
  - Send the Judge's Guide and Ballot for Table Topics (Item 1180).
- Identify 2 Timers
  - The selection must be made at least 2 weeks prior to the contest, but earlier is preferred.
  - Send the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175).
- Identify at least 2 Sergeants at Arms (SAA)
  - The selection must be made at least 2 weeks prior to the contest, but earlier is preferred.
  - Share this document with the Sergeants at Arms.
  - You must have at least one SAA at each entrance/exit to the main room and one SAA in the breakout room.
- Identify 2 Ballot Counters
  - The selection must be made at least 2 weeks prior to the contest, but earlier is preferred.
  - Send Counter's Tally Sheet (Item 1176).

## **C. Within 2 weeks before the contest**

- Determine who is going to pick-up food and drinks.
- Print the following forms and bring to the contest:
  - (5) Speaker's Certification of Eligibility and Originality (Item 1183)
  - (5) Speech Contestant Profile (Item 1189)
  - (7) Judge's Certification of Eligibility and Code of Ethics (Item 1170)
  - (7) Judge's Guide and Ballot for Table Topics (Item 1180)
  - (8) Envelopes for the Judges' and Tiebreaking Judge's ballots
  - (1) Tiebreaking Judge's Guide and Ballot (Item 1180a) and give to the Chief Judge
  - (2) Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
  - (2) Counter's Tally Sheet (Item 1176)
  - (1) Notification of Winners (Item 1182)



- (1) Results Form (Item 1168)
- (1) District 29 Protocol list
- Certificates of Participation for each contestant
- 1st, 2nd, and 3rd place certificates for the contest
- Program/agenda print enough copies each person who attends the contest
- Paper backup of red/yellow/green timing cards in case the timing device doesn't work
- Email each contestant a copy of the Speaker's Certification of Eligibility and Originality (Item 1183) and Speech Contestant Profile (Item 1189), ask them to print and bring a copy to the contest.
- Email each judge a copy of Judge's Certification of Eligibility and Code of Ethics (Item 1170) form, and ask them to print and bring a copy to the contest.
- Let the contestants and team members know what time they need to arrive at the contest for the briefings.
- Ask the Contest Master to share the Table Topics question with the Contest Chair to ensure the question is not too complex and can be understood by all Table Topics contestants.

## **D. Contestant and Judge Briefings**

Contestant and Judge briefings are required to be held before the contests. The briefings occur in-person prior to the contests.

- Remind all contest team members and the contestants to arrive 30-45 minutes before the scheduled start time of the contest.
- Contact any contest team member or contestant who has not arrived by 10 minutes before the briefing.
- Let the contestants know where to sit during the contests.
- Let the judges know to select seats near an aisle to easily see the contestants and to make it easy for the Ballot Counters to pick up their ballots.

## **E. Contest**

- At the agreed check-in time ensure the team members and contestants are in their briefing areas.
- Tell the Contest Master and Chief Judge when everyone has arrived. Inform the Contest Master, Chief Judge, and SAAs if there are any changes (e.g., a contestant dropped out of the contest, a contest team member was replaced, etc.).
- At the start time, if everyone has arrived and the contest team is ready to go, let the SAA know that it is time to start the contest.



## Contest Master

### A. Preparation for the Contest

What to do 2 weeks before the contest:

- share the Table Topics question with the Contest Chair(s)
- review the rulebook
- review the briefing information
- review the script

### B. Contestant Briefing

#### Table Topics contestant rules:

- To be eligible to compete in the Table Topics contest, a contestant must:
  - a) Be a paid member of a club in the area, division, and district in which he or she is competing.
  - b) The club must also be in good standing.
  - c) A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
  - d) Not be disqualified or deemed ineligible to compete at any previous level. (See current [Speech Contest Rulebook](#), Section 2, Eligibility)
- Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which paid membership is held.
  - No contestant can compete in **more than one Area** speech contest of a given type, even if the two Areas are in different divisions or districts.
- 25% or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be identified during the presentation.
- Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.
- Contestants must remove any identifying badges, etc. which would show the contestants' achievements or club information.
- All Table Topics contestants, except for the first, must be in a breakout room with the designated Sergeant at Arms (SAA) during the contest.
- All contestants must leave their mobile devices in the main room to prevent cheating while in the breakout room.
- Let the contestants know the SAA in the breakout room will let them know when to return to the main room.
- Remind the contestants to be silent when they leave the breakout room, and do not enter the stage until acknowledged by the Contest Master.
- Ask the contestants to find a seat in the front row when they are finished to make it easier to return to the stage during the contestant interviews.



**Contestant Briefing Information:**

The briefing may start when the Contest Master is in room with all the contestants.

- The first step is the selection of the speaking order. Suggestions for drawing for speaking order include:
  - The Contest Master writes down a number from 1 to 100 on a piece of paper. Each contestant sends a number from 1 to 100 via private chat to the Contest Master. Whoever's number comes closest to the TM's number goes first and so on.
  - The Contest Master uses playing cards, one number (e.g., 2, 3, 4, etc.) for each contestant. The Contest Master displays cards on the webcam so contestants cannot see the card. Contestants, one by one, pick a card and then the Contest Master reveals who is first, second and so on.
- The Contest Master verifies the pronunciation of each contestant's name. Write down a phonetic spelling of each first and last name, if necessary.
- Share the speaking area on stage to ensure that each contestant knows the boundaries.
- Let the contestants know that at the beginning of the contest, all Table Topics contestants (except for the first contestant) will enter a breakout room. Contestants will be invited to the stage in their speaking order, after the preceding speaker completed his or her response to the question. This is outlined in the Table Topics Contest section of the Speech Contest Rulebook.
- Let the contestants know not to speak when they return to the main room. When it is their turn they will be introduced by stating their name, the Table Topic question, the Table Topic question again, and their name again.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. Make sure the contestants see how the timer will be displaying the timing cards, this can be done either during the Contestant Briefing or when the contestants return to the main room after the briefing.
- There will be one (1) minute of silence between contestant speeches, during which voting judges and the tiebreaking judge will mark their ballots. All voting judges and the tiebreaking judge will judge all contestants, the Chief Judge does not.
- The contestants may stay in the main room when they are finished.
- Review the Additional Information for the Briefing with the contestants.
- Ask if there are any questions.



**Additional Information for the Briefing:**

- Recommend that contestants properly plan their wardrobe, don't wear loose jewelry, wear comfortable shoes (not heels), and a shirt or jacket that allows proper arm movement and hand gestures.
- Contestants who plan to use props must notify the contest chair prior to the contest. All props must be set up during the one minute of silence prior to the contestant's speech and removed from the stage in the one minute of silence following the speech. The contestant must demonstrate to the contest chair prior to the contest that the props can be set up and removed in the allotted times. If a contestant is unable to demonstrate this, the props cannot be used during the contest.
- Protests are limited to eligibility, originality, and reference to another contestant's speech, and may only be lodged by voting judges and/or contestants. Any protest must be lodged with the Chief Judge and/or Contest Chair prior to the announcement of the winner(s) and alternate(s). The Chief Judge, Contest Chair, voting judges, and contestants must not consider protests from audience members. Before a contestant can be disqualified on the basis of originality, or for referencing another contestant's speech, the contestant must be given an opportunity to respond to the voting judges. Most of the voting judges must concur in the decision to disqualify. The Contest Chair can disqualify a contestant based on eligibility. All decisions of the voting judges and qualifying judges are final.
- If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.
- If the primary contestant is not present when the Contest Master is introduced at the beginning of the contest, the primary contestant is disqualified and the alternate officially becomes the contestant.
- Should the primary contestant arrive after the briefing, but before the Contest Master is introduced, the primary contestant is permitted to compete, providing the primary contestant:
  - Reports to the Contest Chair upon their arrival.
  - Provides all required paperwork before the Contest Master is introduced to begin the contest.
  - Waives the opportunity of a briefing.

**C. Contest**

Follow the Division Table Topics Script when it is time to begin the contest.



## Chief Judge

### A. Preparation for the Contest

What to do 2 weeks before the contest.

- Contestants will be asked to print and bring the completed forms to the contest. The Contest Chair will have extra copies of the forms.
- The Contest Chair will email the Judge's Certificates of Eligibility to the judges and ask they print and bring the completed forms to the contest. The Chief Judge collects the forms from all Judges and confirms they are eligible to serve. The Contest Chair should have extra copies of the forms.
  - All Judges, including the Chief Judge, in the contest must be a paid member for a minimum of six months.
  - All Judges, including the Chief Judge, in the contest must have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience, or completed a minimum of six speech projects in the Competent Communication Manual. Only members who joined Toastmasters prior to the rollout of Pathways in their region (11/1/2017) can apply speeches from the Competent Communication Manual for eligibility as a voting judge.
  - At Division contests, there must be an equal number of voting judges from each Area in the Division or a minimum of seven (7) voting judges.
  - The Chief Judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
- Select a Tiebreaking Judge
  - Request that the Tiebreaking Judge complete and return the Judges Certificate of Eligibility PRIOR to the contest.
  - Make sure the Tiebreaking Judge has a copy of the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180a) and explain how to fill out the ballot.
  - **The Tiebreaking judge does not attend the briefing.**
  - During the contest, the Tiebreaking Judge provides his/her ballot or 'rankings' directly to the Chief Judge.
- Review the script.



## B. Judge's Briefing

The Judges, Timers, Ballot Counters, and Sergeant at Arms are included in the Judge's briefing, which should happen in the breakout room. The Tiebreaking judge does not attend the briefing.

- Contest officials must not serve in more than one (1) role for the same contest at the Division level (when practical).

### Judge's Code of Ethics

Judges will consciously avoid bias of any kind in selecting first, second, and third place contestants. They will not consider any contestant's club, area, division or district affiliation nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate utmost objectivity.

Judges will not time the speeches and will not consider the possibility of under or over time when judging a contestant's speech.

Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

### a. During the briefing, cover the following information with the Judges:

- Judges must ensure that they can see and hear the contestant. They should pick a seat that is not obstructed.
- Judges are not to be concerned about timing; this is handled by the Timers.
- Advise the Judges that if the contestant steps outside of the speaking area, the contestant is not disqualified. At the judge's discretion, the contestant may receive fewer points in the delivery portion of the criteria. The speaking area is established by the Contest Master and Chief Judge.
- Review the Judge's Guide and Ballot with the judges and explain the judging criteria:
  - Content 55% - includes speech development and effectiveness
  - Delivery 30% - includes physical appearance, body language, and voice
  - Language 15% - includes appropriateness and correctness
- No ties by judges are allowed on the ballots. If there is a tie, the ballot will not be counted. Judges must break their own ties.
- Review the Judge's Code of Ethics with the judges and ask if they understand it.
- The Chief Judge may share the [Judge's Briefing videos from Toastmasters](#) with the judges to be considered a Judge's Briefing.
- Protests are limited to eligibility and originality and shall only be lodged by voting judges and contestants. Any protest shall be lodged with the Chief Judge and/or Contest Chair prior to the announcement of the winners. Before a contestant can be disqualified based on originality, the contestant must be given an opportunity to respond to the voting judges. Most of the voting judges must concur in the decision to disqualify.
- Contestants are advised that the decisions of the Judges are final, and once the announcements are made, the decision is also final.
- Instruct the Judges to find a seat close to an isle or open row to make it easy for the Ballot Counters to collect their completed ballot.



- Instruct the Judges that when the contest is complete they will have all the time they need to mark their ballots. Tear off the bottom of the form, place in a small envelope, and hold up for a Ballot Counter to collect.
- Collect – before the contest:
  - Judge’s Certification of Eligibility and Code of Ethics (Item 1170) for each judge and the tie-breaking judge
- Distribute – before the contest:
  - (7) Judge’s Guide and Ballot for Table Topics (Item 1180)
  - (7) Envelopes for the Judges’ completed ballots
  - (1) Tiebreaking Judge’s Guide and Ballot (Item 1180a) and give to the Chief Judge
  - (1) Envelope for the Tiebreaking Judge’s completed ballots
  - (2) Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
  - (2) Counter’s Tally Sheet (Item 1176).
  - Paper backup timing cards
- Chief Judge will not collect the ballots (except for the Tiebreaking Judge).
- Chief Judge will ensure all ballots, time records, and counter tally sheets are destroyed after the contest.
- Judges will be given (1) minute of silence after each contestant and will be given all the time they need at the end of the contest. Each Judge should tear off the bottom of the form, place in appropriate envelope, and hold up their ballot when finished for a Ballot Counter to collect.
- When the contest is finished, the Chief Judge, and Ballot Counters will be invited to a breakout room. In the breakout room, the Ballot Counters will tally each ballot and select the 1st, 2nd, and 3rd place winners.
- Ask if there are any questions.

**b. During the briefing, cover the following information with the Sergeant at Arms (SAAs):**

- Determine which SAA will open and close the contest, and make sure they have a copy of the script.
- One SAA will stay in the main room (at each door) to prevent people from entering or exiting when a contestant is speaking.
- Have the SAA determine how they will communicate during the contest, a text message may be the easiest method.
- One SAA will join the contestants in the breakout room.
  - Remind the contestants that they are not to speak, when they return to the main room, until the Contest Master introduces them. They are not to say anything before that.
  - When the last contestant leaves the breakout room the SAA may return to the main room.
  - The SAAs should exchange phone numbers so they can send a text message when the next contestant is to join the main room.
- SAAs do not join the Judge’s breakout room at the end of each contest.



**c. During the briefing, cover the following information with the Timers:**

- Make sure the timers have timing lights and backup timing cards.
- Instruct timers on the process for timing:
  - Each uses a stopwatch to time the contest.
  - One uses a signaling device to display the green, yellow, and red colors and signals to the contestant at appropriate times during the speech.
  - The other maintains and delivers to the Chief Judge the written record of elapsed time on the Speech Contest Time Record Sheet and Instruction for Timers (Item 1175).
  - Table Topics contest speeches shall be from one (1) to two (2) minutes. The green signal will be displayed at one (1) minute and remain displayed for thirty (30) seconds. The yellow signal will be displayed at one (1) minute and thirty (30) seconds and remain displayed for thirty (30) seconds. The red signal will be displayed at two (2) minutes and remain displayed until the response is concluded.
  - A contestant will be disqualified if the speech is less than one (1) minute and or more than two (2) minutes and thirty (30) seconds.
- Timers **may not** tell a contestant their time. Only the Chief Judge can tell a contestant their time.
- The Chief Judge will collect the timer sheets and quickly scan the sheets to ensure it is legible and that the timings were not wildly different. Timers will join the breakout room only if requested by the Chief Judge.

**d. During the briefing, cover the following information with the Ballot Counters:**

- Ballots will be collected at the end of the contest.
- Ballot Counters will notify the Chief Judge when all ballots are collected at the end of the contest. This can be done by nodding or by holding up the collected envelopes.
- Ballot Counters are to join the breakout room once all of the ballots are collected.
- The Tiebreaking judge will give his/her ballot to the Chief Judge.
- The tabulation procedure begins once all ballots have been received (including the Tiebreaking Judge's ballots). This is the tabulation procedure:
  - The Ballot Counter who received the votes will tabulate the results of the contest using the Counter's Tally Sheet (Item 1176).
  - On the Counter's Tally Sheet, each contestant receives points for being ranked 1st, 2nd, or 3rd place on a judge's ballot.
    - Three points are scored for each first-place ranking
    - Two points are scored for each second-place ranking
    - One point is scored for each third-place ranking
  - Once all points are entered, the Ballot Counters compute the total points for each contestant and enter the totals on the bottom of the tally sheet.
  - Point totals must be verified by all Ballot Counters before results are entered on the sheet.
  - Contestants are then ranked at the bottom of the ballot according to number of points scored.
  - The Chief Judge advises whether any of the contestants are disqualified due to being under or over time. Those contestant(s) score(s) will be marked as disqualified.



- o In the event of a tie, the Chief Judge will consult the Tiebreaking Judge's ballot. **The tied contestant who received the highest ranking on the Tiebreaking Judge's ballot will gain the contested place and any other tied contestants will be ranked in order behind that contestant.**
- o Once the results have been tabulated and verified, a Ballot Counter records the names of the winners on the Notification of Contest Winner form and the Contest Results form. The Chief Judge receives the Notification of Contest Winner form and the Contest Results is given to the Contest Chair so the certificates can be prepared for the awards section of the program.
- o All ballots and the Tally Sheet will be kept by the Chief Judge until after the winners have been announced. After the winners have been announced, the Chief Judge will destroy all ballots, the timing record, and the Tally Sheet.

### C. Contest

- After the Contest Master calls out the speaking order of the contestants, each Judge should write the names at the top of the form according to the speaking order.
- At the end the contest, each Judge will have all the time they need to mark their ballots. Judges will tear off the bottom of the form and place in a small envelope for a Ballot Counter to collect. Do not rush the Judges the contestant interviews will not begin until the Chief Judge lets the Contest Master know that the Judges are finished.
- When the contest is finished and the ballots are collected, the Chief Judge, and Ballot Counters will be invited to the breakout room.

### D. After the Contest(s)

The Chief Judge MUST fill out Notification of Winners (Item 1182) in its entirety including positions of ALL contestants

- Send the Notification of Winners to the Program Quality Director, Sukumar Nayak ([pqd@tmd29.org](mailto:pqd@tmd29.org)).



## Division Table Topics Contest Script

### Sergeant at Arms #1:

Smile, look at the audience and then proclaim:

Good morning/ Good afternoon/ Good evening fellow Toastmasters and distinguished guests.

Welcome to the District 29, Division \_\_\_\_ Table Topics contest.

My name is \_\_\_\_\_ and I am the Sergeant at Arms for today's contests.

At this time, I would like to welcome our host,

Division \_\_\_\_\_ Director \_\_\_\_\_.

Division Director stand up and wave.

Please welcome to the stage, our Contest Master \_\_\_\_\_

Stay on stage until the Contest Master arrives, and shake hands to transfer control.

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 Division \_\_\_\_\_ Table Topics contest.

I would like to express my sincere appreciation for the courageous contestants who entered our contest today.

*or something like this*

Here is a brief explanation of the Table Topics contest procedures:

All contestants will receive the same table topic. When the contest begins, I will ask a Sergeant at Arms to join all of the contestants in the breakout room, except for the first contestant.

I will introduce each speaker by stating their name, the table topic, the table topic again, and their name again.

After each contestant, there will be one (1) minute of silence for the judges to mark their ballots.

When the last contestant is finished, the contest will pause and the judges will be given as much time as they need to complete their ballots.

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



## **Chief Judge:**

Thank you, Madam/Mister Contest Master.

During the Table Topics contest, the contestants will be judged on the following criteria:

- Content – 55%
- Delivery – 30%
- Language – 15%

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

All contestants are eligible to compete.

## **Now for the Rules of Common Courtesy:**

- The audience must not interrupt the speaker while competing.
- To avoid distracting the speakers and judges, PLEASE turn off or silence your mobile devices, including phones, smart watches, or any other device that may vibrate or make a noise.
- The Sergeant at Arms will secure the doors when the contest begins. Members of the audience will only be permitted to leave or enter the room during the one minute of silence or at the end of the contest.
- Contestants must leave their mobile devices muted and in the main room before joining the breakout room.
- No photographing or recording of the contestants is allowed while they are speaking, unless they have given advanced approval.

Are there any questions?

Madam/Mister Contest Master, let the contest begin!



## Contest Master – Table Topics:

Thank you, Madam/Mister Chief Judge!

The speaking order for this contest is:

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>

8<sup>th</sup>

Will a Sergeant at Arms join the contestants in the breakout room?

[PAUSE] Verify that all contestants except for the first contestant have left the main room before proceeding.

We will now begin the Division \_\_\_\_ Table Topics contest.

Will the first contestant please come forward.



## D29 Division Table Topics Speech Contest Guide and Script (In-person contest)

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*[Repeat this page for all contestants except for the last contestant]*

Contestant, please join me on stage.

*Wait for the contestant to join you on stage.*

Contestant

# \_\_\_\_\_

*Introduce the contestant and Table Topic.*

(Name)

(Table Topic)

(Table Topic)

(Name)

*Move to the chair on stage and sit down.*

*When the contestant is finished:*

We will now have one minute of silence while the judges mark their ballots.

*During the minute of silence lead the silence. Stand quietly. The audience will take their cue from you.*

*When the minute is up invite the next contestant to the stage.*

*[REPEAT this page for each contestant.]*



*[Use this page for the last contestant.]*

Contestant, please join me on stage.

*Wait for the contestant to join you on stage.*

Contestant

# \_\_\_\_\_

*Introduce the contestant and Table Topic.*

(Name)

\_\_\_\_\_

(Table Topic)

\_\_\_\_\_

(Table Topic)

\_\_\_\_\_

(Name)

\_\_\_\_\_

*Move to the chair on stage and sit down.*

*When the contestant is finished:*

*After the last contestant, give the judges all the time they need to complete their ballots and have them collected by the Ballot Counters.*

The judges will now have all the time they need to complete their ballots.

*Do not say any more than that. Do not give the judges instructions on what to do with their ballots. The judges need silence to mark their ballots. Also, do not ask if all the ballots have been collected. If someone has not finished, it puts pressure on them.*

*[STOP HERE] Until the Chief Judge signals that the judges' ballots have been collected.*



Lets' give all of the contestants a round of applause. Please welcome back to the stage those contestants who are not competing in the Evaluation or International Speech contests today/tonight.

Interview the contestants in their speaking order. Ask them:

- How long have you been a Toastmaster and what club are you representing?
- If there is time, ask one additional question of each contestant (you can use their "Contestant Profile" to generate interview questions.)
- \*\*\* DO NOT TAKE A LONG TIME WITH EACH CONTESTANT!

Contestant  
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After each interview, thank the contestant, present their Certificate of Participation and give them a gesture of appreciation. Encourage the audience to applaud.



Read the first Certificate that is handed to the first contestant in its entirety. For subsequent certificates, you just read the contestant's name.

Contest Master now turns the contest over to the Sergeant at Arms to adjourn the contest.

Now, please welcome back to the stage our SAA \_\_\_\_\_.

Stay on stage and shake the SAA's hand to pass control.



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

The SAA#1 announces the break.

The Division \_\_\_\_ Table Topics contest is now adjourned.

There will be a 5-minute intermission so we can reset for the Evaluation contest.

Make sure to let the members know the time that the next contest will begin.

The award presentation will take place after the International Speech Contest.