

# Contest Chair Sample Script

## (Table Topics & International Contests)

Disclaimer: This script is provided as a courtesy from District 31 leadership as a template for a smooth flowing outline integrating the Table Topics and International Speech contests based on the rulebook, rev 1/2017. This script is not a substitute for being familiarity with the Rulebook. All Contest Masters and Chief Judges have an obligation to know the Official Rules of Toastmasters Contests. These contests are subject to the current Speech Contest Rulebook which is protocol and applies to all official Toastmasters speech contests. Exceptions shall not be permitted.

### Contents

<b>Introduce Yourself and the Contests.....</b>	<b>3</b>
<b>Next level for the winners.....</b>	<b>3</b>
<b>Preparation for the contest.....</b>	<b>3</b>
<b>Audience Requests.....</b>	<b>4</b>
<b>Table Topics Contest.....</b>	<b>5</b>
<b>Table Topics Contest Format.....</b>	<b>5</b>
<b>Contestant Preparation.....</b>	<b>5</b>
<b>Presenting the speakers.....</b>	<b>5</b>
<b>Timing.....</b>	<b>6</b>
<b>Other instructions.....</b>	<b>6</b>
<b>Start the Contest.....</b>	<b>7</b>
<b>Speaking Order.....</b>	<b>7</b>
<b>Make sure everyone is ready.....</b>	<b>7</b>
<b>Process.....</b>	<b>7</b>
<b>Table Topics.....</b>	<b>8</b>
<b>International Speech Contest.....</b>	<b>13</b>
<b>International Contest Format.....</b>	<b>13</b>
<b>Presenting the Speakers.....</b>	<b>13</b>

<b>Contest Progression</b> .....	<b>13</b>
<b>Timing</b> .....	<b>14</b>
<b>Start the Contest</b> .....	<b>14</b>
<b>Speaking Order</b> .....	<b>14</b>
<b>Make sure everyone is ready</b> .....	<b>14</b>
<b>Speeches</b> .....	<b>15</b>
<b>Concluding the Contests</b> .....	<b>21</b>
<b>Finalizing and Collecting Ballots for Both Contests</b> .....	<b>21</b>
<b>Contestant Interviews</b> .....	<b>21</b>
<b>Announce Winners</b> .....	<b>22</b>

## **Introduce Yourself and the Contests**

**Contestants, Judges and Fellow Toastmasters. I am \_\_\_\_\_ and will serve as the Contest Chair. Welcome to the [year] Table Topics and International Speech Contest for Area \_\_\_\_ and Area \_\_\_\_\_. Today we will be having four separate contests: Table Topics for Area \_\_\_\_, Table Topics for Area \_\_\_\_, International for Area \_\_\_\_, and International for Area \_\_\_\_\_.**

### **Preparation for the contest**

**It takes a lot of work to prepare for a contest. It is our task to provide a fair contest for all speakers. All Toastmasters Contests have certain requirements for participation.**

**All contestants and judges have been briefed and were confirmed to meet those requirements.**

**Our judges have been briefed by the chief judge and provided judging forms specific to the types of contests tonight.**

**All contestants and officials have had an opportunity to review the official rules.**

## **Audience Requests**

- **Please turn off all electronic devices that may produce an audible sound (cell phones, watches). Anything that has a potential of making sound must be turned off or leave the room.**
- **Please do not take any photos during the contest - not even during the moment of silence. (photos are allowed during interviews or as winners are announced)**
- **Audio or video recording is not permitted without specific prior written agreements of the contestants.**
- **Please keep the aisles clear of obstructions.**
- **No one will be allowed to enter or exit the room during the speeches. The door will be opened only during the one minute of silence.**
- **All ballots will be collected at the end of all contests to protect judge anonymity.**

## **Table Topics Contest Area \_\_\_\_**

### **Table Topics Contest Format**

**We will have several contests tonight. The first will be the Table Topics Contest for Area \_\_\_\_.**

#### **Next level for the winners**

**Today's 1<sup>st</sup> place winner will represent Area \_\_\_\_ at the Division \_\_\_\_ contest which will take place at \_\_\_\_\_ on \_\_\_\_\_ (provide details). They will move one step closer to the District 31 Speech Contests on [District Conference date]. If the first place winner is unable to attend, the second place winner will compete at the next level.**

#### **Contestant Preparation**

**The Table Topics question will be the same for both contests. The Sergeant at Arms will escort all contestants from both areas to a different room except the first contest from the first contest.**

- Contestants will be escorted to a quiet area outside and isolated from the contest room.**
- We will then have the Area \_\_ contest. After the judges finish their ballots for Area \_\_ we will continue to Table Topics for the Area \_\_ contest.**

#### **Presenting the speakers**

**The introduction is limited to stating the contestant's name, reading the Table Topics question, repeating the Table Topics question, and stating the contestant's name again.**

## Timing

The Table Topic will be timed for 1-2 minutes (1 minute minimum with a buffer of 30 seconds at the end). Table Topics that are less than 1 min or more than 2 minutes 30 seconds will be disqualified.

Timing cards will be used by one timer to communicate with the speaker. The cards will be in clear view of the speaker, but not obvious to the audience.

- The **green card** will be shown at 1 minutes and remain up until...
- The **yellow card** is shown at 1 minutes 30 seconds and remain up until...
- The **red card** is shown at 2 minutes and remain up until the speech is concluded.
- No further warning will be made to indicate the overtime period.

## Other instructions

Judges have been instructed not to pay attention to the time. At the end of the contest the chief judge will look at the timing to check for disqualifications.

At the conclusion of each speech, there will be one minute of silence to allow the judges to mark their ballots. Contestants may stay in the audience after their speech is complete.

After the last one-minute-of-silence, we will offer another minute for the judges to total up their scores and fill out the ballot form. The judges will hold their ballots in the envelope provided until the conclusion of the contests.

Any questions?

## **Start the Contest**

**We are now ready for the Table Topics Contest.**

### **Speaking Order**

**#1** \_\_\_\_\_

**#2** \_\_\_\_\_

**#3** \_\_\_\_\_

**#4** \_\_\_\_\_

**#5** \_\_\_\_\_

**Make sure everyone is ready and that all but the first contestant are out of the room.**

**Are the timers ready?**

**Chief Judge, are the judges ready?**

**We are ready then. Let the Table Topics contest begin.**

### **Process**

- \* Introduce the first speaker. (contestant name, Table Topics question, Table Topics question, contestant name)**
- \* The Sgt at Arms gathers the contestants from the quiet room. (Contestants may stay in the audience after their speech.)**
- \* Introduce the Table Topics Contestants in turn, one by one.**

## Table Topics

### Contestant #1

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)

### Contestant #2

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)

### Contestant #3

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)



## Contestant #4

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots

(timer will show you a green card after that minute)

## Contestant #5

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots

(timer will show you a green card after that minute)

## Judges Finalize Their Ballots

Now there will be a minute of silence for the judges finalize their

ballots Allow a reasonable time for the judges to fill out their ballot.

**When ready, proceed with the next contest.**

## Table Topics Contest Area \_\_\_\_

### Area \_\_ Table Topics Contest

Now we will have the second Table Topics Contest. All the same rules apply. The winner of this contest will represent Area \_\_\_\_ at the Division \_\_\_\_ contest.

### Next level for the winners

Today's 1<sup>st</sup> place winner will represent Area \_\_\_\_ at the Division \_\_\_\_ contest which will take place at \_\_\_\_\_ on \_\_\_\_\_ (provide details). They will move one step closer to the District 31 Speech Contests on [District Conference Date]. If the first place winner is unable to attend, the second place winner will compete at the next level.

### Start the Contest

We are now ready for the Table Topics Contest.

### Speaking Order

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#5 \_\_\_\_\_

### Process

- \* Introduce the first speaker. (contestant name, Table Topics question, Table Topics question, contestant name)
- \* The Sgt at Arms gathers the contestants from the quiet room. (Contestants may stay in the audience after their speech.)
- \* Introduce the Table Topics Contestants in turn, one by one.

## Table Topics

### Contestant #1

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots

(timer will show you a green card after that minute)

### Contestant #2

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots

(timer will show you a green card after that minute)

### Contestant #3

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots

(timer will show you a green card after that minute)

## Contestant #4

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots

(timer will show you a green card after that minute)

## Contestant #5

---

(Name)

---

**Table Topics Question – same for each contestant**

**REPEAT: Table Topics Question – same for each contestant**

**REPEAT: Name**

(AFTER SPEECH ENDS)

Now there will be a minute of silence for the judges to mark their ballots

(timer will show you a green card after that minute)

## Judges Finalize Their Ballots

Now there will be a minute of silence for the judges finalize their

ballots Allow a reasonable time for the judges to fill out their ballot.

**When ready, proceed with the next contest**

## **International Speech Contest Area \_\_\_\_**

### **International Contest Format**

**We are now ready for the International Speech Contests.**

### **Presenting the Speakers**

**I will announce the speakers as follows:**

**Contestant's name  
Title of speech  
Title of speech  
Contestant's name**

**No other introductions or comments will be made while introducing each contestant or after each speech.**

### **Contest Progression**

**There will be a minute of silence after each speech to allow the judges to mark their ballots.**

**After the last one-minute-of-silence, we will offer another minute for the judges to total up their scores and fill out the ballot form.**

**The judges will hold up their ballots when they are ready to be picked up.**

**The counters and Chief Judge collect all contest ballots from the judges. I will ask you, the audience, to remain seated and quiet during this time.**

**Once all the ballots have been collected, the Chief Judge and counters will leave the room to tally them up. If any judge needs more time to total up their ballots, please follow the Chief Judge and leave the room.**

**While the chief judge is out, I'll interview the contestants so the audience can learn more about them.**

## Timing

The International contest will be timed for 5-7 minutes (+/- 30 sec). Speeches that are less than 4 min 30 seconds or more than 7 minutes 30 seconds will be disqualified.

Timing cards will be used by one timer to communicate with the speaker. The cards will be in clear view of the speaker, but not obvious to the audience.

- The **green card** will be shown at 5 minutes and remain up until...
- The **yellow card** is shown at 6 minutes and remain up until...
- The **red card** is shown at 7 minutes and remain up until the speech is concluded.
- No further warning will be made to indicate the overtime period.

## Start the Contest Speaking Order

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#5 \_\_\_\_\_

Make sure everyone is ready.

Are the timers ready?

Chief Judge, are the judges ready?

We are ready then. Let the International contest begin.

## Speeches

### **SPEAKER #1**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**

### **SPEAKER #2**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**

**SPEAKER #3**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**

**SPEAKER #4**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**



**SPEAKER #5**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**

**Now there will be a minute of silence for the judges to finalize their ballots  
(timer will show you a green card after that minute)**

**Allow a reasonable time for the judges to fill out their ballot.  
When ready, proceed with the next contest.**

## International Speech Contest Area \_\_\_\_

### Area \_\_ International Contest

Now we will have the second International Contest. All the same rules apply. The winner of this contest will represent Area \_\_\_\_ at the Division \_\_\_\_ contest.

### Next level for the winners

Today's 1<sup>st</sup> place winner will represent Area \_\_\_\_ at the Division \_\_\_\_ contest which will take place at \_\_\_\_\_ on \_\_\_\_\_ (provide details). They will move one step closer to the District 31 Speech Contests on [District Conference Date]. If the first place winner is unable to attend, the second place winner will compete at the next level.

### Start the Contest

#### Speaking Order

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#5 \_\_\_\_\_

Make sure everyone is ready

Are the timers ready?

Chief Judge, are the judges ready?

We are ready then. Let the International contest begin.

## Speeches

### **SPEAKER #1**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**

### **SPEAKER #2**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**

**SPEAKER #3**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**

**SPEAKER #4**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**

## **SPEAKER #5**

---

**(Speaker Name)**

---

**(Speech Title)**

**REPEAT: Title... REPEAT: Name**

**(AFTER SPEECH ENDS)**

**Now there will be a minute of silence for the judges to mark their ballots  
(timer will show you a green card after that minute)**

**Allow a reasonable time for the judges to fill out their ballot.  
When ready, proceed with the next contest.**

## **Concluding the Contests**

### **Finalizing and Collecting Ballots for Both Contests**

**Remind the audience to be quiet and ask the judges to  
fill out their ballot forms.**

**Remind judges to sign their ballots or they will be void.**

**After most ballots seem to be collected, ask that any judges  
that need more time to follow the Chief Judge out of the room**

**Once all the ballots have been collected and the Chief Judge  
and counters have left the room, encourage everyone to relax.**

### **Contestant Interviews**

**Call up the contestants for an interview, one at a time (you only need  
to interview contestants that participated in multiple contests once):**

**Keep the interview upbeat.**

**Give equal time to each contestant.**

**Plan for total interview time to take between 15 and 20 minutes**  
**Ask the timer to show you cards in accordance to the amount of time you plan to spend based on the number of contestants**

- o For example, if you want interviews to be 2-3 minutes, have them show you a green card at 2, yellow card at 2.5, and red card at 3.**

**Present a certificate of participation to each contestant as they conclude their interview.**

**During the interviews, the Chief Judge and counting team process the ballots and prepare the award certificates. The Chief Judge documents the contest results on the Notification of Contest Winner and later submits it to the Contest Chair of the next level.**

## **Announce Winners**

**The chief judge will hand you the results form with certificates for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place if applicable.**

**Announce the results of various contests in the order that they occurred at the meeting.**

**In each case:**

**Announce if time disqualifications occurred, but do not name the contestant(s) involved.**

**Announce the winners in reverse order:**

- In contests with 5 or more participants:**

- Announce the 3rd place**
- Announce the 2nd place**
- Announce the 1st place**

**In contests with 4 or fewer participants:**

- Announce the 2nd place**
- Announce the 1st place**