

DISTRICT 30 INTERNATIONAL SPEECH & TABLE TOPICS CONTEST SCRIPT

Area Director / Division Director/ Contest Chair calls meeting to order.
Area Director / Division Director/ Contest Chair introduces Toastmaster

CONTEST TOASTMASTER

Opening remarks:

- Brief introduction (1 minute or less)
- asks audience to turn off any device that makes noise.
- Recognizes dignitaries in the room using dignitary sign-in sheet
 - District/ Division/ Area Officers / Past District Governors/ Directors
 - INCLUDE position titles (e.g. Division Director) AND designation (e.g. ACS, ALB or DTM)

(Announce)

“We will have two contests: the International Speech Contest and the Table Topics Contest. The first contest will be the Table Topics Contest. When that contest has concluded, we will have a 10 minute break. After the break, we will conduct the International Speech Contest.”

“Contestants, timers, ballot counters, and sergeant at arms have all been briefed prior to the beginning of this contest. Everyone is aware of the Toastmaster International rules that govern this contest. No one should enter or leave the room during the contestants’ presentations. You may do so if time permits during the minute of silence between presentations. Thank you and with that said – LET THE CONTEST BEGIN!!!

I will now give the speaking order for the Table Topics Contest

Speaking Order: (Assuming there are 6 contestants)

Contestant No.1 _____

Contestant No.2 _____

Contestant No.3 _____

Contestant No.4 _____

Contestant No.5 _____

Contestant No.6 _____

(Announce:)

“Sergeant at Arms, please escort all the contestants out of the room EXCEPT for our first contestant.

Allow the Sergeant at Arms enough time to escort Table Topics contestants from room. After they have left the room, begin the following announcement.

“We are ready to hear from our Table Topics contestants. There will be one (1) minute of silence between each contestant. Time Keepers, when I advise you to do so, please signal me with the green light when one (1) minute is up. After all the contestants have spoken, the judges will be given as much time as they need to complete their ballots.”

“We will now begin the Table Topics Contest.

“(name) _____”

TT Contestant #1. TT Contestant #1,

(name) _____”

First Contestant gives his/her response

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.

“(name) _____”

TT Contestant #2, TT Contestant #2,

(name) _____”

Second Contestant gives his/her response

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Repeat this procedure for all remaining Contestants. After the LAST contestant in this contest, announce the following (no announcement to timers)

“Everyone please remain silent while the judges complete their ballots and have them collected by the Ballot Counters.”

Chief Judge picks up the timer’s report and the tie breaker ballot. Chief Judge announces that he/ she has all the ballots. Lead applause as the Chief Judge then leaves the room with the ballot counters to tabulate the results.

(Announce)

“While we are waiting for the votes to be counted we will hear from _____
(name of District Leader/ Conf Chair) who will give us all the exciting details of the
upcoming District 30 Spring Conference.”

Lead applause. When presenter has finished, call for a 10-minute break and note the time. Tell them where the refreshments, water fountains, restrooms, etc. are located.

INTERNATIONAL SPEECH CONTEST

(Announce:)

“Please be seated for our next contest. We will now begin the International Speech Contest.”

“As a reminder, if you used your cell phone during the break, please ensure that it is on silent, not vibrate. Better yet, please turn them off.

Once the contest has begun, the Sergeant at Arms will secure the doors. Members of the audience are asked to refrain from leaving or entering the room during the contest. After the contest, please do not leave the room until it is determined that all ballots have been collected.”

“Here is the speaking order for the International Speech Contest:

Contestant No.1 _____

Contestant No.2 _____

Contestant No.3 _____

Contestant No.4 _____

Contestant No.5 _____

Contestant No.6 _____

We will now proceed with the International Speech Contest.

There will be one (1) minute of silence between each contestant. Time Keepers, WHEN I advise you to do so, please signal me with the green light when one (1) minute is up. After all the contestants have spoken, the judges will be given all the time they need to complete their ballots.

We will now begin the International Speech Contest.

“(name) _____”

(Speech Title- Repeat Twice) _____

(name) _____”

First Contestant delivers his/ her speech

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait one minute for green signal from Timers. Then announce contestant #2 in the same format as listed for contestant #1

Repeat this procedure for all remaining Contestants. After the LAST contestant in this contest, announce the following (no announcement to timers)

“Everyone please remain silent while the judges complete their ballots and have them collected by the Ballot Counters.”

Chief Judge picks up the timer’s report and the tie breaker ballot. Chief Judge announces that he/ she has all the ballots. Lead applause as the Chief Judge then leaves the room with the ballot counters to tabulate the results.

(Announce)

“Let’s get to know our contestants. First, we will interview our Table Topics Contestants in the order they appeared. Please give them a round of applause as they join me on stage.”

Lead applause. Ask the following questions of each contestant. Wait for a response before asking the next one:

Contestant’s name

- *How long have you been in TM?*
- *What club are you representing?*
- *What is your Toastmasters education level?*
- *One Interview question, using biographical form for material – VERY BRIEF)*

After every contestant’s final answer, thank them, present them with their Certificate of Participation and shake their hand or bow (depending on cultural specificity). Usher them to the end of the line but have them remain on stage. After the last contestant has been interviewed, lead one final applause for contestants and usher them back to their seats

“Now, we will interview our International Speech Contestants in the order they appeared. Please give them a round of applause as they join me on stage.”

Repeat the same process for Table Topics Contestants as described above

(Announce:)

“At this time I would like to call our (Area/ Division) Director to the lectern. Please help me welcome _____.”

Lead applause. Shake Hands with the Director and be seated.

AREA / DIVISION DIRECTOR

- Thank the Contest Toastmaster by name and lead applause
- Read the list of contest functionaries (EXCEPT JUDGES) and thank them all at once (CERTIFICATES SHOULD BE PRESENTED BEFORE THE CONTEST NOT AT THE CONTEST).
- Invites any/all members of the District 30 TRIO (If present) to come to the stage and help present the Awards.

(Announce)

“And now the moment we have all been waiting for. The announcement of the winners.”

- Announce the order of winners for each contest separately and in reverse order (3rd place, 2nd place, 1st place)
- Use either the certificates provided or the completed notification of winner form and read exactly as written
- No more comments or announcement will be made following the announcement of winners. Adjourn the contest immediately

(Announce)

“This Contest Is Adjourned”