

## Table Topics and International Speech Contest Script

(Before starting the contest the dignitary list should be checked off and given to the Toastmaster.)

**Contest Chair/Area Director/Division Director** Opens the event thanking everyone for coming and introduces the Toastmaster using their bio.

**Contest Toastmaster** makes their own personal opening remarks welcoming guests, contestants, and functionaries to the contest.

Announce the dignitaries in attendance Trio, Division Directors, Area Directors, Past District Directors and Past International Directors. **FOLLOW THE DIGNITARY LIST.**

**Announce:** *“Toastmasters International requires us to share the following statement during all virtual contests. By attending this remote or hybrid Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.*”

**“We will have two contests today, the Table Topics Speech Contest will be followed by announcements from the District then a 10 minute break. When we rejoin we will have the International Speech Contest followed by contestant interviews from both contests, and we will conclude with the announcement of the winners for both contests, Table Topics first, then International Speech.”**

**“During the contest speeches Toastmasters International requests that everyone is muted, and their cameras are off. This will reduce distractions for the contestants. (If Hybrid or in person ask the audience to turn off their devices). I will direct you when your audio & video should be turned off and when you can turn them on again.**

**“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.**

**“With that said – LET THE CONTEST BEGIN!**

**“I will give the speaking order for the Table Topics Speech Contest at this time.  
Speaking Order:**

Contestant No. 1 \_\_\_\_\_

Contestant No. 2 \_\_\_\_\_

Contestant No. 3 \_\_\_\_\_

Contestant No. 4 \_\_\_\_\_

Contestant No. 5 \_\_\_\_\_

Contestant No. 6 \_\_\_\_\_

Contestant No. 7 \_\_\_\_\_

Contestant No. 8 \_\_\_\_\_

**“We will proceed with the Table Topics Contest.**

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

**“We will now begin the Table Topics Speech Contest.**

**“Zoom Host will you please move all contestants except the first to the contestants room, and attendees please turn off your audio and video” Wait for them to be moved.**

**Announce:** “Timer, are you ready? Wait for response. Table Topics Speech Contestant # 1 Can you see and pin the timer?” Wait for response. Zoom host please spotlight the contestant. Wait for view to change.

**Announce:** “(Contestant’s name) \_\_\_\_\_”

(Contest Question (Repeat Twice))

(Contestant’s name Again) \_\_\_\_\_”

(First contestant will speak)

**Announce:** “May we have one minute of silence while the judges mark their ballots”

When timer signifies a minute is up announce contestant No. 2

**Announce:** “Timer, are you ready? Wait for response. Table Topics Speech Contestant # 2 Can you see and pin the timer?” Wait for response. Zoom host please spotlight the contestant. Wait for view to change.

**Announce:** Table Topics Speech Contestant # 2

(Contestant’s name) \_\_\_\_\_

(Contest Question (Repeat Twice))

(Contestant’s name Again) \_\_\_\_\_”

(Second contestant will speak)

**Announce:** “May we have one minute of silence while the judges mark their ballots”

When timer signifies a minute is up announce contestant No. 3

**Announce:** “Timer, are you ready? Wait for response. Table Topics Speech Contestant # 3 Can you see and pin the timer?” Wait for response. Zoom host please spotlight the contestant. Wait for view to change.

**Announce:** (Contestant’s name) \_\_\_\_\_

(Contest Question (Repeat Twice))

(Contestant’s name Again) \_\_\_\_\_”

(Third contestant will speak)

**Announce:** “May we have one minute of silence while the judges mark their ballots”

When timer signifies a minute is up announce contestant No. 4

**Announce:** “Timer, are you ready? Wait for response. Table Topics Speech Contestant # 4 Can you see and pin the timer?” Wait for response. Zoom host please spotlight the contestant. Wait for view to change.

**Announce:** (Contestant’s name) \_\_\_\_\_

(Contest Question (Repeat Twice)

(Contestant’s name Again) \_\_\_\_\_”

Repeat this procedure for all contestants

After the last Contestant state “Everyone please remain muted while the judges complete their ballots and have them collected by the ballot counters”.

After receiving the announcement the ballots have been collected “You may now turn on your audio and video. Please join me in showing our appreciation for our contestants.

**Announce:** “We will now hear from \_\_\_\_\_ with some exciting announcements”

After announcements – release for a 10-minute break, let them know what time to be back.

**After Break**

Welcome everyone back.

**Announce:** “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.

**“With that said – LET THE CONTEST BEGIN!**

**“I will give the speaking order for the International Speech Contest at this time.  
Speaking Order:**

Contestant No. 1 \_\_\_\_\_

Contestant No. 2 \_\_\_\_\_

Contestant No. 3 \_\_\_\_\_

Contestant No. 4 \_\_\_\_\_

Contestant No. 5 \_\_\_\_\_

Contestant No. 6 \_\_\_\_\_

Contestant No. 7 \_\_\_\_\_

Contestant No. 8 \_\_\_\_\_

**“We will proceed with the International Speech Contest.**

**“There will be one (1) minute of silence between each contestant. Timers, When I advise you to do so, please signal me with the green light when one (1) minute is up. After all 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.**

**“Attendees, please turn off your audio and video. Wait for action.**

**“Timer, are you ready? Wait for response. International Speech Contestant # 1 can you see and pin the timer?” Wait for response. Zoom host please spotlight the contestant. Wait for view to change.**

**Announce: International Speech Contestant # 1**

“(Contestant’s name) \_\_\_\_\_

(Speech Title (Repeat Twice)

(Contestant’s name Again) \_\_\_\_\_”

(First contestant will speak)

**Announce: “May we have one minute of silence while the judges mark their ballots”**

When timer signifies a minute is up announce contestant No. 2

**Announce: ““Timer, are you ready? Wait for response. International Speech Contestant # 2 can you see and pin the timer?” Wait for response. Zoom host please spotlight the contestant. Wait for view to change.**

**Announce: “(Contestant’s name)\_\_\_\_\_**

(Speech Title (Repeat Twice)

(Contestant’s name Again) \_\_\_\_\_”

(Second contestant will speak)

**Announce: “May we have one minute of silence while the judges mark their ballots”**

When timer signifies a minute is up announce contestant No. 3

**Announce: “Timer, are you ready? Wait for response. International Speech Contestant # 3 can you see and pin the timer?” Wait for response. Zoom host please spotlight the contestant. Wait for view to change.**

**Announce:**

“(Contestant’s name) \_\_\_\_\_

(Speech Title **(Repeat Twice)**)

(Contestant's name Again) \_\_\_\_\_”

(Third contestant will speak)

**Announce:** “**May we have one minute of silence while the judges mark their ballots**”

**When timer signifies a minute is up announce contestant No. 4**

**Announce:** “**Timer, are you ready? Wait for response. International Speech Contestant # 4 can you see and pin the timer?” Wait for response. Zoom host please spotlight the contestant. Wait for view to change.**

**Announce:** “(Contestant's name) \_\_\_\_\_”

(Speech Title **(Repeat Twice)**)

(Contestant's name Again) \_\_\_\_\_”

(Fourth contestant will speak)

**Repeat this procedure for all contestants**

**After the last Contestant state “Everyone please remain muted while the judges complete their ballots and have them collected by the ballot counters”.**

**After receiving the announcement the ballots have been collected.**

**“Thank you Chief Judge . Attendees you may now turn on your audio and video. Join me in showing our appreciation for all the contestants!**

**lead applause**

**While the ballots are being counted interview the contestants.**

**Announce:** “**It is now time to meet our contestants. You may leave on your cameras, but please mute yourself during the interviews.**

**We will start with our Table Topics contestants.**

**“Table Topics Speech Contestant no. 1 (Their name)\_\_\_\_\_, what club are you representing?” (Let them answer)**

**“How long have you been in Toastmasters and what is your Toastmasters educational level?” (Let them answer)**

**\*\*ASK ONE OPEN ENDED QUESTION FROM THEIR BIOGRAPHICAL FORM**

Present them with their Certificate of Appreciation, Thank them and lead applause

Repeat the process for each contestant of the TT contest and then interview the ISC contestants in the same format.

After all contestants have been interviewed **“I invite you all to unmute and join me in a final round of appreciation for all our contestants today. Lead applause**

**“At this time I would like to turn over the contest to \_\_\_\_\_ for final remarks and the announcement of the winners.”**

CC/AD/DivD

Thank all functionaries. Thank all attendees. Make any other announcements now.

**Announce:** **“And now, the moment we have all been waiting for! The announcement of the winners! Our first place winners today will move forward to the (Area, Div or Dist)\_\_\_\_\_contest representing (Club, Area, Division \_\_\_\_\_ on (Date)\_\_\_\_\_”**

**“First for the Table Topics Speech Contest, there were \_\_(#)\_\_ time disqualifications in this contest ”**

Read the **third-place winner, present certificate, and lead applause**

Read the **second-place winner, present certificate, and lead applause**

Read the **first place winner, present certificate, and lead applause.**

**Announce:** **“I will now announce the winners of the International Speech contest, there were \_\_(#)\_\_ time disqualifications in this contest ”**

Read the **third-place winner, present certificate, and lead applause**



Read the second-place winner, present certificate, and lead applause

Read the first-place winner, present certificate, and lead applause.

**Announce:** “This contest is adjourned!” **No other announcements can be made at this point.**