

Toastmasters International District 47

Combined Contest Scripts

Table Topics, Evaluation, International Speech Contests

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9-20-2022

Table Topics Speech Contest Script

(Note: The words “Distinguished Toastmaster” should be used instead of “DTM” to refer to anyone who has earned the designation.)

BEGIN THE TABLE TOPICS CONTEST

5 minutes before the start:

SAA#1: Ladies & Gentlemen, the **Club/Area/Division/District 47** Contest officially begins in 5 minutes. (repeat).

2 minutes before the start:

SAA#1: Ladies & Gentlemen, the **Club/Area/Division/District 47** Contest officially begins in 2 minutes. (repeat).

At Go:

SAA#1: Good morning (*afternoon/evening*) fellow Toastmasters and welcomed guests! This event is now called to order. Please join me in the playing of the National Anthems; We'll play The Bahamas then The United States of America (Zoom Technical Coordinator to play anthems one after the other). Thank you.

**** The following should be displayed on a slide at the beginning of the contest. One or the other must be done.**

We need to let you know that by attending this online 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.

SAA#1: Please help me to give a warm welcome to our Contest Master Toastmaster ___.

CONTEST MASTER

CM: Good morning (*afternoon/evening*), Fellow Toastmasters & most welcome guests!
Welcome to the Table Topics Contest for **Club/Area/Division/District 47**.

I am _____ and I am honored to serve as the Contest Master. Serving with me as Zoom Technical Coordinators are/is _____.

At this time, please help me to acknowledge the Dignitaries in the room. Please use your digital reactions. (*Acknowledge any Trio/DEC members, District Leadership & dignitaries using their proper titles*)

Thank you for serving our members. On with today's contest!

The purpose of the Table Topics Speech Contest is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the best as encouragement to all.

The Zoom Coordinators are instructed to not admit anyone into the room while the speakers are giving their presentations. In accordance with Toastmaster rules, you will be muted, your webcams and the chat will be turned off.

Please welcome our Chief Judge, Toastmaster _____, to provide a brief overview of the rules of the Table Topics Contest

CHIEF JUDGE

CJ: The Table Topics Contest follows all rules outlined in the General Rules section of the current Speech Contest Rulebook. The following additions and exceptions apply:

- It has been confirmed that all contestants are eligible and have been briefed.
- All contestants shall receive the same Topic, which shall be of general nature. The Topic is selected by the Contest Chair or designee.
- Contestant will receive no advance knowledge of the Topics until the moment they are introduced by the Contest master.
- Contestants may not use digital or other devices during the contest to gain an unfair advantage
- When the contest begins, all Contestants except the first shall leave the contest room and remain in the breakout room under the supervision of the Contest Sergeant-at-Arms until it is their turn to speak.
- Contestants have 5 minutes from the time their number is called to return to the contest room and be acknowledged by the Contest Master. After 5 minutes, the Chief Judge will announce that the contestant has forfeited their turn & the contest will continue with the next contestant.
- Each Contestant will be introduced by announcing the Contestant's Name, the Topic, the Topic and the Contestant's Name.

- At the conclusion of each speech & during the minute of silence, the next speaker will return to the room.
- All Speeches delivered by Contestants must conform to the Timing Guidelines for the Contest. Table Topics™ Contest speeches are one minute to two minutes. A contestant will be disqualified if the speech is less than one minute or more than two minutes 30 seconds.
- The timing lights/cards will be activated as follows: *(ask the timekeepers to activate the lights/cardboards as you indicate timelines)*
 - Green light at 1:00
 - Yellow light at 1:30
 - Red light at 2:00 – which will stay on until the speaker has finished speaking. No notice shall be given should a speaker go over time.
- All judges have been briefed and are confirmed qualified and eligible to judge.

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Let the Contest Begin! Back to you Contest Master.

CM: Thank you, Chief Judge The contestants have drawn their speaking positions. The order is:

Speaking Order:

Contestant 1:

Contestant 2:

Contestant 3:

Contestant 4:

Contestant 5:

Contestant 6:

Contestant 7:

(Zoom Technical Coordinator will screenshare a slide of the speaking order. Wait for the screenshare, and then announce Contestant #1, 2, 3, 4, etc. Read names of contestants in speaking order (slowly). Repeat the names again)

CM: There will be one minute of silence between contestants for the judges to mark their ballots.

Are the timers ready? *(Wait for signal)* At this time, all of our contestants except the first one will go the Virtual Breakout room accompanied by our Sergeant at Arms.

Zoom Technical Coordinator, please let me know when all the contestants are secured. *(Wait for signal)*

CM: We will now begin the Table Topics contest.

*[Introduce each contestant by stating their name, the table topics question, the table topics question followed by their name. **SAY NOTHING ELSE**, as your words or tone can appear to show bias for or against the contestant. State the table topics question with the same words and manner for each contestant. Reading to get it right is perfectly acceptable. **Turn off your camera & mic immediately after introducing each contestant**]*

CM: Welcome Contestant #X

Please provide a mic check – thank you we can hear you

Are you happy with the webcam framing?

Timer – please announce yourself

Can you see the timer?

Contestant #1 _____

Table Topics Question _____

Combined Speech Contest Scripts

Table Topics Question _____

Contestant #1 _____

(Note: Do not comment on the speech or the contestant & keep your tone consistent.)

CM: May we have one minute of silence while the judges mark their ballots. Timer, please give me the red signal at one minute.

(During the minute of silence, the zoom technical coordinator should display slides listing the event functionalities, upcoming events, etc. Wait for one minute of silence to be complete before announcing next contestant.)

CM: Welcome Contestant # _____
Please provide a mic check – thank you we can hear you
Are you happy with the webcam framing?
Timer – please announce yourself
Can you see the timer?

Contestant # ____: _____

Table Topics Question _____

Table Topics Question _____

Contestant # ____: _____

[Follow this procedure for the remaining Table Topics contestants.]

(When the LAST contestant is done)

CM: May we now have silence while the judges complete their ballots. Judges, at this time, please complete your ranking of the Contestants. As a reminder, please print your name and sign the bottom of your ballot. Make sure you have ONE NAME for First, Second and Third Place & send a copy of your ballot to the Ballot Counters as instructed to do so in the Judges briefing.

Ballot Counters, **please remain in this room until you have received all of the ballots assigned to you** then exit to the Chief Judge's breakout room.

Timers, please take a picture of your timing sheets and send them to the Chief Judge as instructed during your briefing.

Zoom Technical Coordinator, please let me know when the Chief Judge leaves the room

(Once the Zoom Technical Coordinator tells you that the Chief Judge and ballot counters have left the room, you can continue.)

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CM: Thank you. Let's give the contestants a big round of applause via the reaction button at the bottom of your screen.

(While we are waiting for the votes to be counted, you can do one of the following or more:

- *Interview the audience with Table Topics style questions – DO NOT interview the contestants since they might be in a future contest*
- *Share District Announcements on the slide show*
- *PQD Chairs provide - Pathways Update, DTM Process (3 to 4 minute speech)*
- *If this is an Area or Division Contest, the Area Director, Division Director or Trio Member addresses the audience after the contestant. Introduce them with their proper titles)*

(The Zoom Technical Coordinator will let you know when the Chief Judge is back in the room & the winner's slide is ready to be displayed.)

PRESENTING AWARDS

CM: Once again, let's congratulate all of our contestants today. Winners for the Table Topics Contest will be announced after the final contest for today. This Table Topics Speech Contest is adjourned! It has been my pleasure to be your Contest Master today! On behalf of the entire contest team and all of our contestants, thank you for joining and enjoying the Table Topics Contest.

(If holding three contests on the same day)

Please help me welcome back our Sergeant-at-Arms, Toastmaster _____.

SAA #1: _____: We will now have a 3 (or 5) minute intermission. The next contest will begin in 3 (or 5) minutes.

INTERMISSION

Combined Speech Contest Scripts

Evaluation Contest Script

(Note: The words "Distinguished Toastmaster" should be used instead of "DTM" to refer to anyone who has earned the designation.)

BEGIN THE SPEECH EVALUATION CONTEST

1 minute before the start:

SAA#1: Ladies & Gentlemen, the Contest officially begins in 1 minute. (repeat).

At Go:

SAA#1: Good morning (*afternoon/evening*) fellow Toastmasters and welcomed guests! This event is now called to order.

SAA#1: Thank you. Please help me to give a warm welcome to our Contest Master Toastmaster _____.

CONTEST MASTER

CM: Good morning (*afternoon/evening*), Fellow Toastmasters & most welcome guests! Welcome to the Speech Evaluation Contest for Club/Area/Division/District 47.

I am _____ and I am honored to serve as the Contest Master.

Serving with me as Zoom Technical Coordinators are/is _____. *(If the same team is being used from first contest this can be omitted)*

Combined Speech Contest Scripts

The purpose of the Evaluation Speech Contests is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the best as encouragement to all.

The Zoom Coordinators are instructed to not admit anyone into the room while the speakers are giving their presentations. In accordance with Toastmaster rules, you will be muted, your webcams and the chat will be turned off.

Please welcome our Chief Judge, Toastmaster _____, to provide a brief overview of the rules of the Evaluation Contest

CHIEF JUDGE

CJ: Thank you Contest Master. The Speech Evaluation Contest follows all rules outlined in the General Rules section of the current Speech Contest Rulebook.

- It has been confirmed that all contestants are eligible and have been briefed.
- Speakers will be sequestered before presenting but may stay in the room after their evaluation.
- No one will be allowed in or out of the room once the contest has begun until the last speaker has spoken
- The time of the speech is to be 2-3 minutes. Any speaker speaking less than 1:30 or more than 3:30 will be disqualified.
- The timing lights/cards will be activated as follows (ask the timekeepers to activate the lights/cardboards as you indicate timelines)
 - Green light/card at 2:00
 - Yellow light/card at 2:30
 - Red light/card at 3:00 – which will stay on until the speaker has finished speaking. No notice shall be given should a speaker go over time.
- Timing starts with the first word uttered or when the speaker uses any form of communication to the audience.
- There will be one minute of silence between speakers so the judges may complete their forms.
- Contestants have 5 minutes from the time their number is called to return to the contest room & be acknowledged by the Contest Master. After 5 minutes, the Chief Judge will announce that the contestant has forfeited their turn & the contest will continue with the next contestant.
- All judges have been briefed and are qualified to judge this contest

Combined Speech Contest Scripts

Contest Master, let the Contest begin!

CM: Thank you, Chief Judge _____. The contestants have drawn their speaking positions. The speaking order is:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Zoom Technical Coordinator will screenshare a slide of the speaking order. Wait for the screenshare, and then announce Contestant #1, 2, 3, 4, etc. Read names of contestants in speaking order (slowly). Re-read the names again)

CM: We will have a test speaker who will present a 5-7-minute speech that all of the contestants will be evaluating. When the test speaker finishes, the sergeant-at-arms will escort all contestants to the breakout room where they will have 5 minutes to complete their evaluations.

At the end of 5 minutes, each speaker will then turn over their paper, keep their webcam turned on and their hands visible to the Sergeant at Arms. We will then escort the first speaker back into the room. There will be one minute of silence between contestants for the judges to mark their ballots.

Are the timers ready? *(Wait for signal)* At this time, please welcome our Test Speaker, Toastmaster _____.

Please provide a mic check – thank you we can hear you

Are you happy with the webcam framing?

Timer – please announce yourself

Can you see the timer?

Wonderful, let's get started.

Combined Speech Contest Scripts

Test Speaker _____
Title: _____
Title: _____
Test Speaker _____.

(Turn off your camera & mic.)

(After test speech)

Contestants and Sergeant-at-Arms, please make your way to the breakout room. Timing will start once all contestants are secured.

Zoom Technical Coordinator, please let me know when all the contestants are secured. *(Wait for signal)*

Timer, please put 5 minutes on the clock.

Thank you both. In the meantime, let's get to know our Test Speaker.

(Interview Test Speaker until you see the signal from the Timer. Wrap up & thank the speaker.)

CM: We will now bring in our first Evaluation contestant. Timer please put 1 minute on the clock.

(After the 1 min signal)

CM: Welcome Contestant #X

Please provide a mic check – thank you we can hear you

Are you happy with the webcam framing?

Timer – please announce yourself

Can you see the timer?

Contestant #1 _____

Contestant #1 _____

*[Introduce each contestant by stating their name TWICE. **SAY NOTHING ELSE**, as your words or tone can appear to show bias for or against the contestant. State the names with the same manner for each contestant. Do not comment on the speech or the contestant & keep your tone consistent. **Turn off your camera & mic immediately after introducing each contestant.**]*

CM: May we have one minute of silence while the judges mark their ballots. Timer, please give me the red signal at one minute.

(During the minute of silence, the zoom technical coordinator should display slides listing the event functionaries, upcoming events, etc. Wait for one minute of silence to be complete before announcing next contestant.)

Combined Speech Contest Scripts

CM: Welcome Contestant #_____
Please provide a mic check – thank you we can hear you
Are you happy with the webcam framing?
Timer – please announce yourself
Can you see the timer?

Contestant #____: _____

Contestant #____: _____
[Follow this procedure for the remaining Evaluation contestants.]

(When the LAST contestant is done)

CM: May we now have silence while the judges complete their ballots. Judges, at this time, please complete your ranking of the Contestants. As a reminder, please print your name and sign the bottom of your ballot. Make sure you have ONE NAME for First, Second and Third Place & send a copy of your ballot to the Ballot Counters as instructed to do so in the Judges briefing.

Ballot Counters, **please remain in this room until you have received all of the ballots assigned to you** then exit to the Chief Judge's breakout room.

Timers, please take a picture of your timing sheets and send them to the Chief Judge as instructed during your briefing.

Zoom Technical Coordinator, please let me know when the Chief Judge leaves the room

(Once the Zoom Technical Coordinator tells you that the Chief Judge and ballot counters have left the room, you can continue.)

CM: Thank you. Let's give the contestants a big round of applause via the reaction button at the bottom of your screen.

(While we are waiting for the votes to be counted, you can do one of the following or more:

- Interview the audience with Table Topics style questions – do not interview the contestants as they may be in the next contest*
- Share District Announcements on the slide show*
- PQD Chairs provide - Pathways Update, DTM Process (3 to 4 minute speech)*
- If this is an Area or Division Contest, the Area Director, Division Director or Trio Member addresses the audience after the contestant. Introduce them with their proper titles)*

(The Zoom Technical Coordinator will let you know when the Chief Judge is back in the room & the winner's slide is ready to be displayed.)

Combined Speech Contest Scripts

PRESENTING AWARDS

CM: Once again, let's congratulate all of our contestants today. Winners for the Evaluation Speech Contest will be announced after the final contest for today. This Evaluation Speech Contest is adjourned! It has been my pleasure to be your Contest Master today! On behalf of the entire contest team and all of our contestants, thank you for joining and enjoying the Evaluation Contest.

(If holding three contests on the same day)

Please help me welcome back our Sergeant-at-Arms, Toastmaster _____.

SAA #1: _____: We will now have a 3 (or 5) minute intermission. The next contest will begin in 3 (or 5) minutes.

INTERMISSION

(If holding multiple contests on the same day)

Please help me welcome back our Sergeant-at-Arms, Toastmaster _____.

SAA #1: _____: We will now have a 3 (or 5) minute intermission. The next contest will begin in 3 (or 5) minutes.

INTERMISSION

Combined Speech Contest Scripts

International Speech Contest

(Note: The words "Distinguished Toastmaster" should be used instead of "DTM" to refer to anyone who has earned the designation.)

BEGIN THE INTERNATIONAL SPEECH CONTEST

1 minute before the start:

SAA#1: Ladies & Gentlemen, the Contest officially begins in 1 minute. (repeat).

At Go:

SAA#1: Good morning (*afternoon/evening*), fellow Toastmasters and welcomed guests! This event is now called to order.

SAA#1: Please help me to give a warm welcome to our Contest Master Toastmaster ___.

CONTEST MASTER

CM: Good morning (*afternoon/evening*), Fellow Toastmasters! Welcome to the International Speech Contest for **Club/Area/Division/District 47.**

I am _____ and I am honored to serve as the Contest Master. Serving with me as Zoom Technical Coordinators _____.

Combined Speech Contest Scripts

At this time, please help me to acknowledge the Dignitaries in the room. Please use your digital reactions. *(Acknowledge any Trio/DEC members, District Leadership & dignitaries using their proper titles)*

Thank you for serving our members. On with today's contest!

Speech contests are a Toastmasters tradition. Each year, thousands of Toastmasters compete in the Humorous, Evaluation, Table Topics and International speech contests. Competition begins with club contests, and winners continue competing through the Area, Division and District levels. Winners of the District level International Speech Contest proceed to the region quarterfinal level. Following region quarterfinals, winners advance to the semifinals for a chance to take part in the World Championship of Public Speaking®. Do we have a World Champion with us today? We will find out in a moment!

The purpose of the International Speech Contest is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the best as encouragement to all.

The Zoom Technical Coordinators are instructed not to admit anyone into the contest room while the speakers are giving their presentations. In accordance with Toastmaster rules, you will be muted, your webcams and the chat will be turned off.

Please welcome our Chief Judge, Toastmaster _____, to provide an overview of the rules of the International Speech Contest.

CHIEF JUDGE

CJ: Thank you Contest Master. The International Contest follows all rules outlined in the General Rules section of the current Speech Contest Rulebook. The following additions and exceptions apply:

- It has been confirmed that all contestants are eligible and have been briefed.
- Contestants must create their own speeches and each must be substantially original. Twenty-five percent 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 Speech presentation. Contestants who reference another contestants' speech or another speech contestant will be disqualified.
- The time of the speech is to be 5-7 minutes. Any speaker speaking less than 4:30 or more than 7:30 will be disqualified.
- The timing lights/cards will be activated as follows: *(ask the timekeepers to activate the lights/cardboards as you indicate timelines)*
 - Green light at 5:00 minutes
 - Yellow light at 6:00 minutes
 - Red light at 7:00 minutes – which will stay on until the speaker has finished speaking. No notice shall be given should a speaker go over time.
- Timing starts with the first word uttered or when the speaker uses any form of communication to the audience.
- All judges have been briefed and are confirmed qualified and eligible to judge.

Combined Speech Contest Scripts

Contest Master, that completes the overview of the Speech Contest Rules. Let the Contest begin!

CM: Thank you, Chief Judge _____. The contestants have drawn their speaking positions. The order is:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Zoom Technical Coordinator will screenshare a slide of the speaking order. Wait for the screenshare, and then announce Contestant #1, 2, 3, 4, etc. Read names of contestants in speaking order (slowly). Re-read the names again)

**Combined Speech Contest Scripts
International Speech Contest Script**

CM: There will be one minute of silence between contestants for the judges to mark their ballots.

Are the timers ready? *(Wait for signal)*

CM: We will now begin the International Speech contest.

*[Introduce each contestant by stating their name, their speech title, their speech title followed by their name. **SAY NOTHING ELSE**, as your words or tone can appear to show bias for or against the contestant. **Turn off your camera & mic immediately after introducing each contestant]***

CM: Welcome Contestant #X

Please provide a mic check – thank you we can hear you
Are you happy with the webcam framing?
Timer – please announce yourself
Can you see the timer?

Contestant #1 _____

Speech Title: _____

Speech Title: _____

Contestant #1 _____

(Note: Do not comment on the speech or the contestant & keep your tone consistent.)

CM: May we have one minute of silence while the judges mark their ballots. Timer, please give me the red signal at one minute.

(During the minute of silence, the zoom technical coordinator should display slides listing the event functionalities, upcoming events, etc. Wait for one minute of silence to be complete before announcing next contestant.)

CM: Welcome Contestant #_____

Please provide a mic check – thank you we can hear you
Are you happy with the webcam framing?
Timer – please announce yourself
Can you see the timer?

Contestant #____: _____

Speech Title: _____

Speech Title: _____

Combined Speech Contest Scripts

Contestant # ____: _____

[Follow this procedure for the remaining contestants.]

(When LAST contestant is done)

CM: May we now have silence while the judges complete their ballots. Judges, at this time, please complete your ranking of the Contestants. As a reminder, please print your name and sign the bottom of your ballot. Make sure you have ONE NAME for First, Second and Third Place & send a copy of your ballot to the Ballot Counters as instructed to do so in the Judges briefing.

Ballot Counters, **please remain in this room until you have received all of the ballots assigned to you** then exit to the Chief Judge's room.

Timers, please take a picture of your timing sheets and send them to the Chief Judge.

Zoom Technical Coordinator, please let me know when the Chief Judge leaves the room.

(Once the Zoom Technical Coordinator tells you that the Chief Judge and ballot counters have left the room, you can continue.)

CM: Thank you. Let us give the contestants a big round of applause via the reaction button at the bottom of your screen. While we are waiting for the votes to be counted, let's get to know all our contestants. Zoom Technical Coordinator, please allow the contestants to unmute themselves & turn on their cameras.

(Here you can interview all the Table Topics, Evaluation, and International Contestants)

(Ask each contestant 1-2 questions and wait for reply before asking next question. Shorten number of questions asked based on time constraints of contest.)

(The Zoom Technical Coordinator will let you know when the Chief Judge is back in the room & the winner's slide is ready to be displayed.)

PRESENTING AWARDS

CM: Once again, let's congratulate all of our contestants today. Now, for the moment we have all been waiting for...the announcement of our winners!

We will start with the announcement of the Table Topics Speech

Contest winners:

(Wait briefly for the Zoom Technical Coordinator to screenshare the slide)

We have no disqualifications (or we had ____disqualification(s).)

The Third Place Winner is: _____

The Second Place Winner is: _____

Combined Speech Contest Scripts

The First Place Winner of the **Club/Area/Division/District** Table Topics Speech Contest is: _____

We will now the announce the winners of the Evaluation Speech Contest:

(Wait briefly for the Zoom Technical Coordinator to screenshare the slide)

We have no disqualifications (or we had _____disqualification(s).)

The Third Place Winner is: _____

The Second Place Winner is: _____

The First Place Winner of the **Club/Area/Division/District** Evaluation Speech Contest is: _____

Finally, the winners of the International Speech Contest:

(Wait briefly for the Zoom Technical Coordinator to screenshare the slide)

We have no disqualifications (or we had _____disqualification(s).)

The Third Place Winner is: _____

The Second Place Winner is: _____

The First Place Winner of the **Club/Area/Division/District** International Speech Contest is: _____

Congratulations to all our winners! This International Speech contest is adjourned! Winners, please stand by so we can get screen shot of all of you. Winners of today's contest will go on to represent Club/Area/Division/District at the next level of contests, which will be held on _____. It has been my pleasure to be your Contest Master today! On behalf of the entire contest team and all of our contestants, thank you for joining and enjoying the contest.