

## Toastmaster Script – Virtual Table Topics Contest

*If the Contest event includes more than one type of Contest or more than one entity (multi-Club or multi-area), you will need to appropriately combine Contest scripts. **If any contestant is in more than one Contest, it is important that contestant interviews take place after the last Contest of the event.***

\*\* Please also note the 2021 Contest Rule. When contestants are announced to present their speech, this will now be done by the Contest Chair, not the Toastmaster as in previous years \*\*

### Prior to the start of the Contest

**A. Attend the Contestants Briefing** to obtain the speaking order and to learn how to pronounce all of the Contestants' names. There is space provided within the text of this script to write in the speaking order and notes on pronunciation. You will also be given a Profile for each Contestant to aid you in performing the Contestant Interviews.

**B. Give the Presiding Officer information for your introduction as Toastmaster.** Some examples are your Club name, how long you have been a Toastmaster, your Toastmaster education level, and/or officer role.

### During the Contest

1. After being introduced by the Presiding Officer, open with brief remarks or a story.
2. **State:** The Table Topics Contest will consist of a series of timed 1–2 minute responses to the same Topic that will be judged by a panel of Judges.

The Rules have been reviewed with the Chief Judge and Contestants.

The Contestants have been informed of the location of the timing lights.

The Contestants and the Judges have certified their eligibility. The Contest Chair and the Chief Judge have confirmed the eligibility of the Contestants and the Judges.

3. *Pick the appropriate Contest level and* **State:** The winner will represent the

Club at the Area \_\_\_\_\_ contest on \_\_\_\_\_.

Area at the Division \_\_\_\_\_ contest on \_\_\_\_\_.

Division at the District 55 contest on \_\_\_\_\_.

4. **State:** These proceedings are designed to ensure that we run a fair Contest and that each Contestant is given a level playing field on which to compete. The following announcements are made in the interest of having a distraction-free environment for our Contestants.

- a. Please place all cell phones or other devices that make noise either off or on silent. Please mute yourself and remain muted unless you are asked to respond to the Contest Officials.
- b. No photography of the Contestants is allowed during Contestant speeches. Please put away cameras, smartphones, tablets, all devices that can take pictures. There will be photo opportunities after the speeches. Video recording is allowed only if the Contestant and the Contest Chair have given their approval in advance. The Zoom host will record the contest at the direction of the Contest Chair.
- c. Once the contest has begun, members of the audience are asked to refrain from leaving and/or re-entering the main Zoom room or from public chatting. If you must leave, please do so during the times of silence between Contestant speeches. The Sergeant-at-Arms will not allow anyone to enter the room during a Contestant's speech. Members of the audience are asked to stop sharing video during the contest, with the exception of the Timer.

5. **Ask:** Mister/Madam Contest Chair, have all the Contestants been briefed, are all the Contestants present, and are we ready to proceed with the Contest?

*Wait for a verbal affirmative reply.*

6. **Ask:** Mister/Madam Chief Judge, have all the Contest Officials been briefed and are we ready to proceed with the Contest?

*Wait for a verbal affirmative reply.*

7. **State:** In order to allow the Judges time to mark their judging forms, we will have one minute of silence after each Contestant's speech and we will have silence after the last Contestant's speech until all the ballots have been submitted to the Chief Judge.

8. **Ask:** Time Keepers, will one of you signal me when one minute has elapsed between Contestant speeches?

*Wait for a verbal affirmative reply.*

9. **State:** The speaking order for the Contest was determined earlier by having our Contestants draw for position. The order for the Contest will be:

1. Name \_\_\_\_\_

2. Name \_\_\_\_\_

3. Name \_\_\_\_\_

4. Name \_\_\_\_\_

5. Name \_\_\_\_\_

6. Name \_\_\_\_\_

7. Name \_\_\_\_\_

10. **State:** Contestants will be sent to a virtual Breakout Room except for the first Contestant who will stay in the Main room. The other Contestants will be brought back one at a time. The Contest Chair will introduce each Contestant only by his or her name, and then the Table Topic. The Chair will then repeat the Table Topic and the Contestant's name. All Contestants may remain in the room after they have responded to the topic.

11. **Ask:** Are there any questions? If not, the Table Topics Contest will now begin. Please turn off videos at this time, with the exception of the Timer and first speaker.

12. **State:** The first Contestant will now get ready by unmuting the audio and turning the video camera on. The Zoom Master will now send the remaining Contestants to the virtual Breakout Room with the escorting Sergeant-at-Arms.

13. (**Contest Chair takes control for this portion**) Referring to the speaker list on page three, address the first contestant by saying “Name, are you ready?” Wait for a verbal response. This allows the chair and the speaker to confirm that audio and video are working correctly and that the speaker is unmuted. Once confirmed, say the speaker’s name, and then read the Table Topic, then repeat the Table Topic and the Contestant’s name. Do this for each Contestant.
14. **After all but the last Contestant, State:** One minute of silence please. Sergeant-at-Arms, please have the next Contestant return into the Main Room.
15. When the last contestant finishes speaking, the Contest Chair will ask for silence until the Ballot Counters have collected all ballots. The Chief Judge will notify the Contest Chair when all ballots have been collected. The contest must only resume once this notification is received.
- Note: For a multi-contest event, interviews are to be held after the last contest is conducted. If this is NOT the last contest, skip the remaining steps in this script and proceed with the next contest. Ask for a round of applause for the Contestants.
16. (**Toastmaster takes control from Contest Chair.**) **Ask:** Will all Contestants please turn on videos at this time?
- Ask the audience to unmute to cheer and applaud for Contestants.
17. **State:** We will now proceed with interviews of the Contestants in order of appearance.
18. Contestant Interviews: Present each Contestant with a Virtual Certificate of Participation and interview each Contestant. Sample questions: A) which club s/he represents, B) how long s/he has been in Toastmasters, and C) an open-ended question from the speech or about one of his/her interests or hobbies from the Biography form.
19. Dismiss the Contestants with applause, make final remarks, and then return control to the Presiding Officer.