

Toastmaster Script – Virtual Table Topics Contest

This script has been updated in order to comply with the latest Speech Contest Rulebook. The text that is in quotes is intended to be read verbatim.

*If the Contest event includes more than one type of Contests 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.***

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.
- C. Obtain the Table Topic from the Contest Chair.**

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 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 appropriate Contest level)* **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 _____.

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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 audible noises either off or on silent.
 - 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.
 - c. **Once the Contest has begun, members of the audience are asked to mute their audio and turn their video cameras off.**

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 an 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 an 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 results are collected.

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

Wait for an 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 _____

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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. Each Contestant will be introduced only by his or her name, and then I will read the Table Topic. I 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.
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. **Referring to the speaker list above, say the speaker's name and read the Table Topic. Then read the Table Topic again and say the speaker's name.**
Lead Jazz hands before and after each Table Topic response.
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.

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15. **After last Table Topic response, state:** May we please have silence until all the judge results have been collected. Judges, please communicate with the Chief Judge when you have completed them.
- *Note: Ballot Counters and the Chief Judge receive the results. Wait until the Chief Judge confirms via private chat that all results have been received before proceeding,*

*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. **IF you are moving directly to another Contest (no interviews) ask for a round of applause for the Contestants!***
16. **State:** We will now proceed with interviews of the Contestants in order of appearance?

Lead Jazz hands before and after each Contestant's interview.
17. **Contestant Interviews:** 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. Inform Contestants that they will receive a Certificate of Participation later.
18. *Thank, congratulate and dismiss the Contestants with Jazz hands, make final remarks, and then return control to the presiding officer.*
- 19.