* *All the Contest master speeches are in standard font.*
* *Instructions are within the* ***boxes and brackets (DO NOT READ ALOUD)***
* *TM has to be read as Toastmaster and DTM as Distinguished Toastmaster*

***NOTE – Instructions starting with \* are additional instructions to be read for hybrid and/or physical contests****.*

*General Introductions for entire contest event:*

* ***The Contest Chair introduces the Contest Master with TM/DTM and name only, not club or other affiliations.***

***(Contest Master Script begins)***

Good Morning / Afternoon / Evening! I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name), the Contest Master for today!

We are happy to welcome all the Toastmasters and guests to the TABLE TOPICS Contest of \_\_\_\_\_\_\_\_\_\_\_\_ (Club Name) of Area \_\_\_\_, Division \_\_\_\_, District 120.

The winner and/or runner-up will proceed to Area/Division/District Contest, to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(From Division level contest, only the winner will progress to the next level)***

Let us take a minute to recognize our Contest Chair for today, TM/DTM \_\_\_\_\_\_\_\_\_\_\_\_\_ and the Chief Judge TM/DTM\_\_\_\_\_\_\_\_\_\_\_\_\_

***(NOTE: Use full title – for Online Contest wait for both of them to be visible to the audience. If they are present physically wait for them to stand up. In either case, Contest Chair or Chief Judge should not speak again here)***

 A FEW RULES BEFORE WE PROCEED:

* Audience members online are requested to keep their Audio on mute and their Camera turned off throughout the duration of the contest.
* Contestants are also requested to unmute their Audio and turn their Camera On, ONLY when they are told to do so – Otherwise please keep your Audio on mute and your Camera turned off for the rest of the duration.
* **\***Audience present in-person are requested to put all cell phones or other devices that make audible noises either off or on silent. No photography of the contestants is allowed during the contest. There will be photo opportunities after the contest.
* No other recording is allowed except for the official online recording by the Contest Management team.
* Once the contest has begun, members of the audience are requested to refrain from leaving or joining the meeting during the progress of the contest.
* In the case of members getting disconnected or leaving the contest, they will have to wait until the Zoom Master admits them back to the meeting.

**\***Audience present in-person may not leave the room while a speaker is speaking. If absolutely needed they may only leave the room during the 1min silence by informing the SAA.

After the contest, please remain connected till the contestant certificates are distributed.

WE WILL NOW BEGIN THE TABLE TOPICS CONTEST

The purpose of the contest as defined by Toastmasters is:

* To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all.
* To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters trainings

LET US GO OVER THE RULES FOR THE TABLE TOPICS CONTEST

FOR THE BENEFIT OF ALL PRESENT

1. All the contestants have been briefed on the rules of the contest and have confirmed that they are eligible to be a contestant in this contest.
2. To be eligible, a contestant must: Be a Toastmaster in good standing of a club in good standing.
3. All contestants will be speaking on the same Table Topic and the Topic will be decided as a lucky draw among multiple topics that are previous unknown to all except the Contest Chair and the Chief Judge.
4. Once the topic is selected, all other contestants will be escorted to the breakout room / holding area, expect the first contestant.
5. For Online contestants – they must join the breakout room. In the breakout room, contestants MUST keep their Video On and their Audio on Unmute for the entire duration they are in the breakout room.
6. Contestants are requested to wait for the contest master to call out the instructions to check their Audio-Video. All contestants will be given an opportunity to check their Audio and in case of online contestants their Video too before the start of their speech.
7. Online contestants will be given time to pin the Timers.
8. The time of all the speeches is to be 1 – 2 minutes.
9. Timers, could you please show the cards as follows:
* Green Card at 1 minute
* Yellow Card at 1 minute and 30 seconds
* Red Card at 2 minutes and will stay on until the speaker has finished speaking
1. Visually challenged persons will be intimated of the time with an audio device like a bell etc.
2. No notice shall be given should a speaker go over time.
3. Any contestant who speaks for less than 1 minute or more than 2 minutes 30 seconds will be disqualified.
4. The Judges have been instructed not to consider time in their ranking of the speakers.
5. Timing starts with the first word uttered or when the speaker uses any form of gesture, smile, or non-verbal communication to the audience. Please note that the Contestant is not allowed to delay unnecessarily.
6. There will be one minute of silence provided between the speeches, so that the judges may complete their ballot sheets and two minutes will be provided after the last contestant has spoken.
7. At the end of the contest, the audience are requested to remain silent until the Tally Counters have collected the Judges Ballot Sheets.
8. There is a secret Tie-breaker judge known only to the Chief Judge.
9. Protests may be entered only by the contestants or judges to either the Chief Judge TM/DTM\_\_\_\_\_\_\_\_\_ or the Contest Chair TM/DTM \_\_\_\_\_, before the results are announced and contest is adjourned.
10. Announcement of the contest winners is final unless the list of winners is announced incorrectly; in which case the Chief Judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.
11. Are there any questions?

***(Note: Wait for a few seconds in case there are.***

***If there are questions ask Chief Judge or Contest Chair to answer)***

*Note -- Instruction only to Contest Master –* ***DO NOT READ ALOUD****:*

*Read the speaking order and say each contestant’s name the same way (no bias or preferential treatment). Spell it out very clearly. Read each contestant’s name twice. Before you start wait and check if the names are being projected on the screen*

***(E.g.: Contestant No.1 – CLARA MIN, CLARA MIN)***

***Contestant names MUST be spelled out loud only if there is no option to display the contestant list on the screen)***

The order of the contestants was randomly selected on a draw of numbers, and is as follows:

|  |  |
| --- | --- |
| **CONTESTANT NO** | **CONTESTANT NAME** |
| Contestant No.1 |  |
| Contestant No.2 |  |
| Contestant No.3 |  |
| Contestant No.4 |  |
| Contestant No.5 |  |
| Contestant No.6 |  |
| Contestant No.7 |  |
| Contestant No.8 |  |
| Contestant No.9 |  |
| Contestant No.10 |  |

Chief Judge, could you please confirm that all the judges have been briefed and all are currently available?

***(Wait for the Chief Judge to confirm)***

Thank you.

Toastmasters – we shall now begin the TABLE TOPICS Contest.

*Instruction to Contest Master –* ***DO NOT READ LOUD****:*

*Follow this exact below format for all the contestants.*

***Contestant no. – Contestant Name – Speech Title – (small pause) – Speech Title – Contestant Name***

***E.g. “Contestant no. 1 – CLARA DIM – Happy Stories - (small pause) – Happy Stories – CLARA DIM”.***

* ***All speech titles and contestant names MUST be called out in the same way (same pace and pause)***
* ***DO NOT give any kind of different expressions for any of the speech title***
* ***DO NOT say ‘last’ or ‘final’ contestant for the final speaker, say Contestant Number and proceed just like the other contestants.***
* ***DO NOT say TM, DTM, Toastmaster or Distinguished Toastmaster for any contestant***
* ***During the 1- or 2-minute silence please DO NOT speak so as to fully respect the minute of silence.***

# *(For in Online/Hybrid contestants)*

# May I now request the Zoom-master to put all the contestants in the breakout room except the first contestant

# *(For in person contestants)*

# May I now request the SAA collect the mobile phones and other gadgets from the contestants, and to escort all the contestants except to first contestant, to the holding area.

# Chief Judge, could you please confirm once contestants have been moved out of the main contest area and we are ready to proceed?

# *(Wait for CJ to confirm – once CJ confirms, then proceed)*

# Thank you

# Contestant no. 1 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in Louder and Softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 1. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(After the contestant finishes the speech)*

**Let us now give 1 minute of silence for the judges to mark their ballots.**

**Timer, please indicate when 1 minute has elapsed.**

# Contestant no. 2 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in louder and softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 2. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(After the contestant finishes the speech)*

**Let us now give 1 minute of silence for the judges to mark their ballots.**

**Timer, please indicate when 1 minute has elapsed.**

# Contestant no. 3 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in louder and softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 3. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(After the contestant finishes the speech)*

**Let us now give 1 minute of silence for the judges to mark their ballots.**

**Timer, please indicate when 1 minute has elapsed.**

# Contestant no. 4 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in louder and softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 4. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(After the contestant finishes the speech)*

**Let us now give 1 minute of silence for the judges to mark their ballots.**

**Timer, please indicate when 1 minute has elapsed.**

# Contestant no. 5 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in louder and softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 5. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(After the contestant finishes the speech)*

**Let us now give 1 minute of silence for the judges to mark their ballots.**

**Timer, please indicate when 1 minute has elapsed.**

# Contestant no. 6 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in louder and softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 6. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(After the contestant finishes the speech)*

**Let us now give 1 minute of silence for the judges to mark their ballots.**

**Timer, please indicate when 1 minute has elapsed.**

# Contestant no. 7 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in louder and softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 7. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(After the contestant finishes the speech)*

**Let us now give 1 minute of silence for the judges to mark their ballots.**

**Timer, please indicate when 1 minute has elapsed.**

# Contestant no. 8 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in louder and softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 8. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(After the contestant finishes the speech)*

**Let us now give 1 minute of silence for the judges to mark their ballots.**

**Timer, please indicate when 1 minute has elapsed.**

# Contestant no. 9 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in louder and softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 9. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(After the contestant finishes the speech)*

**Let us now give 1 minute of silence for the judges to mark their ballots.**

**Timer, please indicate when 1 minute has elapsed.**

# Contestant no. 10 (Name)

*(Only for online contestants)* Please confirm if you have pinned the Chief Timer and Backup Timer. *(After confirmation by contestant)*

Thank you!

To check your Audio & Video, repeat after me

“TABLE TOPICS Contest 123” in louder and softer voice.

*(After confirmation by contestant)*

Thank you!

Chief Judge, could you please confirm that the contestant is audible and visible?

*(After CJ confirms)*

Thank you!

Contestant no. 10. (Name) (Topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Topic) (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Once all the contestants have spoken)*

**Let us now give 2 minutes of silence until the judges complete their ballot sheets and hand them over to the tally counters. Timer, please indicate when 2 minute has elapsed.**

**Thank you everyone!**

*(Check with the Contest Chair if there is a contestant interview, if so call them in the speaking order to collect participation certificates and* ***DO NOT ASK*** *questions related to their contest speech)*

Now I request the contestants to collect their participation certificates in the order they have spoken

Contestant No. \_\_\_ (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Question – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Once question is answered, and the participation certificate is given)*

Congratulations and Thank you (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for your participation in the

International Contest!

**With this we conclude the TABLE TOPICS Contest.**

**We will announce the results later in the event/conference.**

**Now, I handover the control back to the Contest Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)**