

District 30 TABLE TOPICS and SPEECH EVALUATION CONTEST

Area Director / Division Director (or other): _____ calls meeting to order.

A.D. / Div.D (or other). calls _____ to give inspiration/Invocation.

Ä.D. / Div.D (or other). introduces _____

TOASTMASTER

Opening remarks –

ask the audience to turn off any device that makes noise.

Recognizes dignitaries: from Dignitary List District/Division/Area Officers ONLY

**(READ INFORMATION EXACTLY AS ON DISTRICT DIGNITARY LIST
FROM LEFT TO RIGHT FOR THOSE DIGNITARIES PRESENT)**

(Announce:)

“We will have two contests: Table Topics and the Speech Evaluation Contest. The first contest will be the Speech Evaluation Contest. When that contest has concluded we will have a 10 minute break. After the break, we will conduct the Table Topics Contest.”

THE CHIEF JUDGE WILL NOT BE CALLED UPON TO HANDLE BRIEFING OF AUDIENCE. THE TOASTMASTER IN SCRIPT BELOW WILL HANDLE AUDIENCE BRIEFING.

(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 Speech Evaluation Contest at this time.

Speaking Order: (Assuming there are 6 contestants)

Contestant No.1 _____

Contestant No.2 _____

Contestant No.3 _____

Contestant No.4 _____

Contestant No.5 _____

Contestant No.6 _____

In order for our evaluation contestants to compete, we need someone to speak for them. Please help me welcome to the lectern

(Target Speaker's name :) _____

(Speech Title - Repeat Twice) _____

(Target Speaker's Name :) _____

Shake hands with test speaker, be seated and listen to test speaker's 5-7 minute speech. Lead applause and shake their hand when speech is over. The test speaker returns to their seat.

(Announce:)

"We will now give our speech evaluation contestants five minutes to complete their evaluations. Ms./Mr. Sergeant at Arms will you please escort the contestants out of the room and time five minutes for them beginning when they are seated in room. When that five minutes is over, escort our first contestant back to this room.

We will also ask our timers in this room to begin timing 5 minutes."

Allow the Sergeant at Arms enough time to escort Speech Evaluation contests from room. After they have left the room, begin the following announcement.

(Announce:)

“While the evaluation contestants complete their evaluations, we will get to know our Target Speaker; please help me welcome _____(Target Speaker’s name) back to the lectern.”

Lead applause.
ASK THE TARGET SPEAKER A FEW QUESTIONS BY USING INFORMATION PROVIDED ON THE BIOGRAPHICAL FORM.

When the timer has indicated 5 minutes are up, begin wrapping up the interview of test speaker, present certificate of appreciation and shake their hand. Lead applause. Target speaker will be seated.

(Announce:)

“We are ready to hear from our evaluation contestants. There will be one (1) minute of silence before the first contestant and between each contestant. Time Keepers, 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 Speech Evaluation Contest.

“(name) _____

Evaluation Contestant #1, Evaluation Contestant #1,

(name) _____

(First contestant will give their evaluation)

“May we have one minute of silence (signal timer) while the judges mark their ballots.

Wait for one minute of silence before announcing next contestant.

“(name) _____

Evaluation Contestant #2, Evaluation Contestant #2,

(name) _____

(Second contestant will give their evaluation)

“May we have one minute of silence (signal timer) while the judges mark their ballots.

Repeat this procedure for all the Contestants

AFTER LAST CONTESTANT IN THIS CONTEST
ANNOUNCE THE FOLLOWING – (NO
ANNOUNCEMENT TO TIMERS).

(Announce:)

“Everyone please remain silent while the judges complete their ballots and have them collected by the Ballot Counters.

Chief Judge picks up the timer’s report and the tie breaker ballot then leaves the room with the ballot counters to tabulate the results.

(Lead applause when Chief Judge. and Ballot Counters make their exit).

(Announce:)

“While we are waiting for the votes to be counted we will hear from _____ who will give us all the exciting details of Upcoming District Events (Lead applause)

*** Call for a 10 minute break ***

Tell them where the refreshments, water fountains, restrooms, etc. are located.

TABLE TOPICS CONTEST

(Announce:)

“Please be seated for our next contest.”

“Now we will conduct the TABLE TOPICS Contest.”

(REMIND AUDIENCE :)

“If you used your cell phone during the break, please ensure that it is on silent alarm or, better yet, turn it off. Once the contest has begun, the Sergeant at Arms will secure the doors. Members of the audience are asked to refrain from leaving or entering the room during the contest. After the contest, please do not leave the room until it is determined that all ballots have been collected. Please check to see if any devices such as cell phone or pagers need to be turned off or silenced since the intermission.”

(Announce Speaking Order:)

“Here is the speaking order for the Table Topics Contest:

Contestant No.1 _____

Contestant No.2 _____

Contestant No.3 _____

Contestant No.4 _____

Contestant No.5 _____

Contestant No.6 _____

(Announce):

“Ms./Mr. Sergeant at Arms will you please escort the all the contestants out of the room except our first contestant.”

Allow the Sergeant at Arms enough time to escort Table Topics contestants from the room. After they have left the room, begin the following announcement:

(Announce:)

“We are ready to hear from our Table Topics contestants. There will be one (1) minute of silence between each contestant. Time Keepers, 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 Contest.

“TT Contestant # 1 (name) _____

(Table Topics Question- Repeat Twice)

(name) _____”

(FIRST CONTESTANT WILL GIVE THEIR RESPONSE)

“May we have one minute of silence (signal timer) while the judges mark their ballots.

Wait for one minute of silence before announcing next contestant.

Repeat this Procedure for all Contestants

**AFTER LAST CONTESTANT IN THIS CONTEST
ANNOUNCE THE FOLLOWING – NO ANNOUNCEMENT
TO TIMERS.**

(Announce:)

“Everyone please remain silent for the judges to complete their ballots and the ballots have been collected by the Vote Counters.”

Chief Judge picks up the timer’s report and the tie breaker ballot then leaves the room with the ballot counters to tabulate the results.

(Lead applause when Chief Judge and ballot counters make their exit).

(Announce:)

“Let’s get to know our contestants.

We will interview the Speech Evaluation Contestants first.

Please join me for a brief interview. ”

LEAD APPLAUSE.
REPEAT THE FOLLOWING FOR EACH CONTESTANT.
ASK EACH QUESTION AND WAIT FOR REPLY BEFORE
ASKING NEXT QUESTION.

..... (Contestant’s name)

How long have you been in TM? _____ (answer) _____

What club are you representing? _____ (answer) _____

What is your Toastmasters education level? _____ (answer) _____

(Interview question, using biographical form for material – VERY BRIEF)

.....(QUESTION)?

PRESENT CERTIFICATE TO CONTESTANT
SHAKE HANDS
THANK THE CONTESTANT - LEAD APPLAUSE

REPEAT PROCESS FOR EACH CONTESTANT

AFTER ALL CONTESTANTS HAVE BEEN INTERVIEWED
CONTESTANTS RETURN TO THEIR SEATS

(Announce:)

“We will interview the Table Topics Contestants at this time.

Please join me for a brief interview.”(Lead applause as they come to stage).

**REPEAT THE FOLLOWING FOR EACH CONTESTANT.
ASK EACH QUESTION AND WAIT FOR REPLY BEFORE
ASKING NEXT QUESTION.**

_____ (Contestant’s name)

How long have you been in TM? _____ (answer) _____

What club are you representing? _____ (answer) _____

What is your Toastmasters education level? _____ (answer) _____

(Interview question, using biographical form for material – VERY BRIEF)

_____ (QUESTION)?

**PRESENT CERTIFICATE TO CONTESTANT
SHAKE HANDS
THANK THE CONTESTANT -LEAD APPLAUSE**

REPEAT PROCESS FOR EACH CONTESTANT

**AFTER ALL CONTESTANTS HAVE BEEN INTERVIEWED
CONTESTANTS RETURN TO THEIR SEATS**

(Announce:)

“At this time I would like to call our _____ (Area or Division based on which type contest is being held) Director to the lectern. She/He is eager to present / recognize the member Achievements /Club Awards. Please help me welcome _____.”(Lead applause).

(Announce:)

The AD / Div.D then takes control of the lectern and reads the list of the contest functionaries and thanks them all at once (ANY CERTIFICATES SHOULD BE PRESENTED BEFORE THE CONTEST NOT AT THE CONTEST). After the club / member recognition ceremony the Area / Division Director then invites up the District 30 TRIO (If present) to help present the Speech contest awards.

“And now the moment we have all been waiting for. The announcement of the winners. . .

READ THE WINNER INFORMATION EXACTLY AS PRINTED ON FORM.

NO MORE COMMENTS OR ANNOUNCEMENTS WILL BE MADE FOLLOWING THE ANNOUNCEMENT OF WINNERS.

STATE THE CONTEST IS ADJOURNED IMMEDIATELY FOLLOWING THE ANNOUNCEMENT OF WINNERS.

(Announce:)

“This contest is adjourned!”