

ONLINE TABLE TOPICS CONTEST SCRIPT

Contest Chairman:

Ladies and Gentlemen welcome to the online Table Topics Speech Contest. Please note that as referred to at the start of this conference, this contest is being recorded. Please refer to the declaration regarding your attendance which is currently on display on the chat screen. Please note it is important that apart from our designated audience members, who have specifically been asked to keep their videos on, **we require the remaining audience to keep their videos off, and sound muted, at all times while speeches are being delivered.**

The purpose of the Table Topics Contest as defined by Toastmasters is to:

1. Provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.
2. To encourage development of impromptu and / or extemporaneous speaking skills and to recognise the best as encouragement to all.

I have briefed all the contestants on the rules of the contest and have confirmed that all contestants are eligible.

Timing: The timing of the Table Topics Contest must be from one (1) to two (2) minutes. A contestant will be disqualified if the speech is less than one (1) minute or more than two (2) minutes and 30 seconds.

The timing will be indicated by the timer using Virtual Colour Backgrounds. The speakers have been advised to 'pin' the timer and to also have their own timing device in the room with them. The timekeeper completing the timekeeper's sheet will be the official time record for this contest.

Timekeepers, please display the GREEN signal at one (1) minute, the YELLOW signal at one (1) minute and 30 seconds and the RED signal at two (2) minutes. There will be no further indication of time and the RED signal will remain displayed until the contestant concludes their presentation.

Judges have been instructed **not** to consider time in their ranking of the speakers.

Timing will begin with the contestants first definite verbal or nonverbal communication with the audience. This usually starts with the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.

The speaker should begin speaking within a short time of arriving at the speaking area and is not permitted to delay the contest unnecessarily.

If a contestant's internet drops during the contest, either the Chief Judge or Contest Chair can stop the contest to allow the contestant to re connect and we will wait five minutes for the contestant to establish a reconnection. Once reconnected, the contestant will start from where he or she dropped off – the contestant may ask the Contest Chair to advise of his or her last sentence prior to the internet dropping. The contestant will have an extra 30 seconds added to their time to compensate for this.

There will be one minute of silence between speakers so the judges may complete their forms. A red virtual background will be displayed once a minute has passed.

Once the last contestant has finished speaking, the judges will be asked to turn off the volume on their sound so that they may complete their deliberations. We will then proceed with contestant interviews. The tally counters and Chief Judge will move to a breakout room or another platform to tally the judges' ballots.

Chief Judge, please confirm that all judges have been briefed and are qualified to judge this contest. There is also a secret tie breaker judge known only by the Chief Judge.

The judges have been requested to not take the impact of speaking online, such as lighting and sound quality into consideration.

Protests are limited to eligibility, originality, and reference to another contestant's speech and must be lodged by voting judges and / contestants. Any protest must be lodged with the Chief Judge and or / Contest Chair prior to the announcement of the winner(s) and alternative(s)

The Contestants and Judges have been provided with the Chief Judge and Contest Chairs contact details for this purpose.

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.

Other than the virtual background timer, Contest Chair and current Speaker, everyone else's microphones must remain muted.

The order of the contestants was randomly selected before the start of this meeting, and is as follows:

Contestant #
Contestant 1:
Contestant 2:
Contestant 3:
Contestant 4:
Contestant 5:
Contestant 6:
Contestant 7:
Contestant 8:

At this time, I will ask the Sergeant at Arms to invite all contestants, except for the first contestant, to the breakout room.

(Confirm with the Zoom Master when everyone, except for the first contestant have left the main room)

Before contestant starts, please confirm with contestant: "Please advise whether you are able to see the timekeeper (Time-keeper please make a sound so that the contestant is able to find you on the screen – in case the contestant is unable to pin you on the screen)"

(Check audio and video with the contestant prior to introduction.)

Introduce each contestant saying.

I would now like to introduce

Contestant #, Name, Topic, Topic, and Contestants Name

Never say 'last' or 'final' contestant for the final speaker. Say the next contestant or Contestant Number.

Your topic is...	
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Read the table topic twice verbatim for each contestant

(i.e. Read it the same way for all contestants)

Contestant #	Name
Contestant 1:	
Contestant 2:	
Contestant 3:	
Contestant 4:	
Contestant 5:	
Contestant 6:	
Contestant 7:	
Contestant 8:	

(After each Table Topics speech)

May we please have one minute of silence for the judges to fill out their ballots

(After one minute)

Thank you

REPEAT SIMILARLY FOR ALL CONTESTANTS except after the last contestant where the timing for judges is different.

(Once all contestants have spoken)

Judges please complete your ballot sheets and send your results to the Chief Judge and Tally Counter as instructed. Timer, please send your time record sheet to the Chief Judge. Please will the judges turn off their sound. (wait a short time to give the judges time to do this)

Thank you everyone. You are now welcome to turn on your videos if you would like – please be mindful that this contest is being recorded and we will be able to see you. Let us all acknowledge the contestants in the usual virtual manner

<u>Candidate Interviews</u>	
<p>Let us find out more about our Contestants. Which Club / Area / Division do you represent? Refer to Speech Contestant Profile sheet for questions to ask Limit time to 2 minutes per contestant</p>	<p><i>Interview contestants and thank them for taking part</i></p>

<p style="text-align: center;"><u>Announcing the Results</u></p> <p>Congratulations to all our contestants.</p> <p>There was ___ disqualification/s due to time. Or There were no time disqualifications</p> <p style="text-align: center;"><i>Do not name them or give times.</i></p>	<p><i>This is where you note if there were any time disqualifications</i></p>
<p>The 3rd place winner is _____</p> <p>The 2nd place winner is _____</p> <p>The 1st place winner is _____</p> <p>Congratulations to the winner of (Club / Area / Division) Table Topics Speech Contest who will represent us at our</p> <p>Area Contest on</p> <p>Or Division Contest on</p> <p>Or District 112 Contest in May, _____</p>	
<p><i>Acknowledge and thanks to our Contest Officials, Judges, our contestants and to you, our audience.</i></p>	