



District 112

Table Topics Contest Script: 2024-25

Pre-Contest Briefing - Contest Chair

REM - do not read out anything starting with "REM", they are remarks, or directions (and they're in a box).

This briefing is for the Contestants, and the Sgt at Arms, no-one else should be present

Sgts at Arms

At the start of the contest, you will take all contestants - except the first - to the breakout room, where they cannot hear the other Contestant's speeches.

During the one minute silence, you will bring the next contestant to the main room, and hold them at the door, until I ask for them

Contestant Eligibility

REM - The contest chair has already checked that the contestants are eligible, by email

If you haven't sent me the Eligibility and Profile forms by email could the contestants please read, and sign the "Speaker's Certification Eligibility and Originality" and fill out the "Speech Contestant Profile"

To be eligible, the contestant must

- be a PAID member,
- and the club they are represent - is in good standing
- have filled in the "Speaker's Certification Eligibility and Originality"

The contestant must NOT be

- a district officer
- a candidate for an ELECTED position for next year
- a contest chair, or an educational presenter at this event
- have judged this contest type - at ANY level, in ANY District - in this Contest Round

These rules apply even at the club level

REM - if the speaker isn't present, brief the alternate, and get them to fill in the paperwork

Speaking Area

At the start of the contest, I will indicate the speaking area from (a) on the left, to (b) on the right, and as far forward as (c)

You will be judged how effectively you use the speaking area

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

Before starting, the contestant must say, "Thank you, Contest Chair" and the Contest Chair must say "You're welcome", before sitting down

Draw for Speaking order

REM - Bring playing cards (or some other method) to determine the speaking order, every contestant must have a choice, so bring extra cards

REM - write the speaking order down now

Topic

REM - Write the topic on a piece of paper,
1) so the contestant is able to read it, and
2) to ensure that the wording is EXACTLY the same for all contestants

- The topic is of a general nature, and not require specialist knowledge.
- It is of reasonable length, and leads to an opinion or conclusion.
- It is secret, you will hear it as you are introduced on the stage.

Remember

- You cannot use digital or other devices, to gain an unfair advantage

Protests

Protests can only be lodged by contestants or voting judges with the Chief Judge and or Contest Chair and are limited to; eligibility, originality, reference to another contestant in THIS contest or reference to another contestant's speech material, delivered in THIS contest

REM - not that they said the same thing, but that you said "contestant (x) said"

Protests must be lodged prior to the adjournment of the contest or the announcement of the winner(s) - whichever comes first

Are there any Questions?

REM - this is the last opportunity to ask any questions

I will now give the speaking order to the judges, you can return to the main room

Pre-Contest Briefing - Chief Judge

Check the Number of Officials

REM - check the rulebook for the correct number of Contest Officials

I have appointed 5 (or more) voting judges,
2 tally counters, and
2 timekeepers

No-one else should be present

I have also appointed, and briefed, a secret tie-breaking judge,
who does not attend this briefing

Tally Counters

I will give the "Counter's Tally Sheet" to each of the Ballot Counters,
please review the form,

At the end of the contest,
you will collect the voting ballots from these judges.

REM - indicate the judges

I will be there to guide you through the ballot counting,
when we return to this room.

Timekeepers

Before starting, the contestant must say, "Thank you, Contest Chair"
and the contest Chair must say "You're welcome", before sitting down

Timing starts after the speaker gives this introduction,
with the first definite verbal or non-verbal communication,
but would include any other communication such as sound effects,
a staged act by another person, etc.

Timekeeper one (1) will operate the stopwatch,
and complete the official time record,

here is the Time Record Sheet, please review the form
and write the names of the contestants on the top of the form, in speaking order

Timekeeper two (2) will indicate the times using the coloured lights, (or back-up cards),

Timekeeper two (2), you will display the lights as follows

the GREEN light at one (1) minute,
the YELLOW light at one (1) minute, 30 seconds,
and the RED light at two (2) minutes.

There will be no further indication of time,

and the RED light will remain displayed until the contestant concludes their presentation

Circle the contestant's time,
if their speech is less than one (1) minute
or more than two (2) minutes and 31 seconds.

REM - Yes,
over 31 seconds

If the lights fail, or if the stopwatch fails,
then allow the contestant an additional 30 seconds before disqualifying.

Are there any questions?

REM - If none

The Tally counters and Timekeepers can return to the main room

Judges Eligibility

Could the voting judges please read, and sign the "Judge's Certification of Eligibility and Code of Ethics"

REM - The chief Judge will already have checked that all the judges are eligible, by email

At a club contest, the judge must be a paid member.

At an Area, Division, or District contests, the judge must;

- a) Be a paid member for a minimum of six (6) months.
- b) Have completed a minimum of six (6) speech projects in the CC manual or earned certificates of completion in Levels 1 and 2 of any path in Pathways.

At Division and District Contests, The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.

Judges Guide

I will give the judges the "Humorous Speech Contest Judge's Guide and Ballot", please review it now.

and the "Judging Criteria"

and the "Judge's Code of Ethics" on page 2

REM - explain the points values on the Judging form

REM - explain the Judging Criteria on page 2

REM - explain the Code of Ethics on page 2

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

Judges Ballots

Your ballot must;

- be signed, and have your name on it
- list the first three place getters, and no ties

REM - if there are 3 or more contestants

or your ballot will be discarded

At the end of the contest, tear off the Judges Ballot, and hold it up, for the Tally Counters to collect

Protests

Protests can only be lodged by contestants or voting judges, and are limited to;

- eligibility,
- originality,
- reference to another contestant in THIS contest
- or reference to another contestant's speech material, delivered in THIS contest

REM - not that they said the same thing, but that you said "contestant (x) said"

Protests must be lodged with the Chief Judge and or Contest Chair prior to the adjournment of the contest or the announcement of the winner(s) - which ever comes first

Speaking Area

At the start of the contest, the Contest Chair will indicate the speaking area

Speaking Order

The speaker's names are on the agenda, and the speaking order is as follows

REM - read out the speaking order given by the contest chair

Are there any questions?

REM - this is the last opportunity to ask any questions

You can return to the main room

Contest Welcome - Contest Chair

Ladies and Gentlemen, welcome to the Table Topics Contest

Housekeeping

The following are the housekeeping rules for this contest

- As a courtesy to our contestants please ensure your mobile phone is on silent
- Once the contest has begun, the Sergeant at Arms will secure the doors, members of the audience are asked not to enter or leave when anyone is speaking.
- No photography is permitted during the contest.

Briefings

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

Judges Confirmation

Chief Judge, please confirm that

- all judges have been briefed
- they are qualified to judge this contest,
- that you have appointed a secret tie breaker judge.

REM - The Chief Judge must confirm

Protests

Protests can only be lodged by contestants or voting judges.

Timing

The timing of the Table Topics Speeches must be from one (1) to two (2) minutes.

A contestant will be disqualified if their speech is less than one (1) minute or more than two (2) minutes and 30 seconds.

Remember: Before starting, the contestant must say, "Thank you, Contest Chair" and the contest Chair must say "You're welcome", before sitting down

Lighting Test, and Speaking Area

Timers, please test the stopwatch, and show the lights

REM - confirm that they work

I can see the timing lights, they are here

REM - point to the location of the lights

The speaking area is from (a) on the left, to (b) on the right, and as far forward as (c)

REM - point to the speaking area

Speaking Order

The order of the contestants was randomly selected before the start of this contest,

The order is as follows
(the names and the correct spelling should be on the agenda.)

REM - read out the speaking order

Start Contest

Are there any questions?

REM - this is the last opportunity to ask any questions

Is everybody Ready?

Contestants go to the Break out Room

Can the Sergeant at Arms to take all contestants - except the first contestant, to the breakout room.

Contestant Introduction and Topic - Contest Chair

Now I will introduce our speech contestants

REM - Say it in this manner, do not say first or last .

Please welcome contestant number (x) ,
 (name) ,
with the speech (title) ,
with the speech (title)
please welcome (name) .

REM - Lead the applause

"You're welcome"

REM - Remain Standing until the contestant says,
"Thank you, Contest Chair"

REM - then state "you're welcome", and sit down

REM - After the speech - lead the applause

There will be one minute silence for judges to fill out their ballots.
Timer, please time the one minute, and indicate once the time is reached
and can the Sgt at Arms fetch the next contestant

REM - the Sgt at Arms holds the contestant at the door
until the end of the minute

Thank you. Now I will introduce the next contestant

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#	Contestant
1	
2	
3	
4	
5	
6	
7	
8	

After the last speaker

Could we please have silence until the judges have completed their ballots.

When they are complete,
hold the ballot up,for the Tally Counters to collect.

REM - the Chief Judge collects the Time Record sheet,
and the Tie Breaking Judges Ballot,

REM - Check that you have 5 Judges Ballots
then go to the counting room

The Chief Judge and Tally Counters have left the room,
so now we can interview the contestants

REM - wait until the chief judge
and tally counters have left the room.

Interview Contestants

I invite all the contestants back to the stage,
to present them with their participation certificates

REM - In speaking order

Contestant (name), tell us what Club, Area or Division you represent

Only If you have to kill time

Let us find out more about our Contestants.
The timing will be 1 to 2 minutes.

REM - use the Biographical Sheet
to ask questions

After the interviews are finished

Now, could the contestants return to their seats

Tallying the Results - Chief Judge

REM - In the counting room

Each tally counter will fill out the tally counters form as I read the votes

Judge (name) has given
3 points to contestant (name),
2 points to to contestant (name),
and 1 point to contestant (name)

REM - The Chief Judge reads out the votes from EACH Ballot in this manner
Show each form to the Tally Counters
Check the form for the word "PROTEST"

REM - When all the votes have been written

The tally counters will add up all of the votes for each contestant, and check that they both have the same result

Time Disqualifications

REM - if any speaker's time was too short or too long

Contestant (name) has been Disqualified for speaking over / under time, strike through their name

Tied Places

REM - If any contestants received the same number of points (including any with ZERO points)

I will open the Tie Breaking Judges Ballot, to break the tie

Contestant (name) is ranked higher, and has gained the place,
Contestant (name) has lost the place

REM - only look at the relative placing of those 2 contestants

Protests

REM - If there is a protest from any contestant, or judge, relating to Eligibility or Originality, or reference refer to the section in the Rulebook on handling a Protest

REM - the judges will have to meet, discuss, and vote

Contestant (name) has been Disqualified, strike through their name

REM - If the judges have voted to disqualify a contestant, state

Official Results

REM - now you have the official results

Watch me carefully, as I;

- fill out the Results form, with the names of the 1st, 2nd and 3rd placed contestants and if there were any time disqualification
- fill out the 1st, 2nd and 3rd place getters certificates
- write the ranking of ALL contestants who were not disqualified, on Notification the of Contest Results form

I will now give the results to the Contest Chair

Announcing the Results - Contest Chair

The results will come later,
so I will adjourn this contest.

REM - if there are multiple speech contests
with the results at the end

Ladies and Gentlemen,
I have received the results from the Chief Judge,
and Congratulations to all our contestants today.

REM - If you are presenting the results now

Please come forward to take photographs of the winners

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.

The image shows a document titled "Results Form" with a logo at the top left. The document is divided into several sections: "Instructions" for the Chief Judge, "Contest Chair", "Time Disqualifications", and "Announcement". The "Instructions" section lists four steps: 1. Review the Time Record Sheet, 2. Complete the Time Disqualification section of this form, 3. Check for time disqualifications, and 4. Check for other disqualifications. The "Contest Chair" section lists three steps: 1. After reviewing the Time Disqualification section, announce whether or not there are time disqualifications, 2. Review the speech counter rules about announcing results, and 3. In a separate, well-lit area, announce the results to the contestants and the audience. The "Time Disqualifications" section has checkboxes for "YES" and "NO". The "Announcement" section has lines for "THIRD place winner", "SECOND place winner", and "FIRST place winner".

REM - Read the results from the form, as follows

REM - if there were time disqualifications.
DO NOT name them

REM - as you read the results watch out
for the chief judge,
timers or tally counters
pointing out an error

The winner of this (Club/ Area / Division)
Table Topics Contest
will represent us at the (Area/ Division / District) Contest
at (location) on (date x _____)

REM - the dates should be
on the District Calendar

If the winner is unavailable,
the next highest available contestant will take their place

Thank you to the contest officials, our contestants, and to you, our audience.

I declare the contest closed.

REM - make sure the "Notification of Contest Winners" form
is filled out correctly, and given to the contest chair at the next level