

District 112

Table Topics Contest Script 2024-25

These are remarks, or directions

These are instructions to be read out loud

<i>Before the Contest – Contest Chair</i>
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Select a place and time for the contest

Select a Contest Chairman and a Chief Judge

*Remember, candidates for ELECTED Office
Can't serve as contest officials at Area and above*

*Contact the Contestants, ask them to fill in and return
the Speaker's Certificate of Eligibility, and Speaker's Profile*

Check that each contestant is eligible to enter this contest

Appoint a Sgt at Arms for each door

*Prepare a topic, as described in the rules
set aside a room for the Contestants, where they cannot hear the speeches*

For a event, assign a Floor Manager, and a Calligrapher for the certificates

Find Timing Lights, a Stop-watch, and a Lectern (2 for the Evaluation Contest)

Print all the forms, and buy envelopes

Determine the Agenda, and print sufficient copies

*Contestants must be able to walk on the stage,
And practice using microphones (if used)*

<i>Before the Contest – Chief Judge</i>
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*Appoint the Judges,
Ask them to fill in and return the Judge's Certificate of Eligibility*

Send the Rulebook to the Judges

Appoint two (2) timekeepers, and two (2) ballot counters

Document created by Alun Chisholm DTM PDG, D112 Contest Consultant
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Pre-Contest Briefing - Contest Chair

You can do the briefing online to save time on the night

This briefing is for the Contestants, and the Sgt at Arms.

Eligibility

The contest chair should have the eligibility forms, by email

The contestants must read, and sign the "Speaker's Certification of Eligibility and Originality" and fill out the "Speech Contestant Profile"

*To be eligible, the contestant **MUST** be a PAID member, the club they are represent - is in good standing have filled in the "Speaker's Certification of 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 a judge for THIS contest type - at ANY level, in ANY District – in this Contest Round These rules apply even at the club level*

Candidates for ELECTED Office can't serve as any contest official at Area level and above [2F]

Check the pronunciation of the Contestants names

if the speaker isn't present, or hasn't sent you the paperwork, brief the alternate, and get them to fill in the paperwork

Contestant (name) is not present, and has not sent me their eligibility form, so I will brief the alternate speaker, who will speak in their place at the start of the contest

Housekeeping

Photography is not permitted during the Contest
If you want a friend to video your presentation, you must fill-out the video release form (Item 470), Before the Contest (see the FAQ)

You cannot use digital or other devices, to gain an unfair advantage, so you will have to turn off your phones

Sgt at Arms

At the start of the contest, close the doors, no-one should enter or leave when someone is speaking

Speech Timings

Your speech will be from 1 to 2 minutes, you will be disqualified if your speech is less than one (1) minute, or more than two (2) minutes and 30 seconds.

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

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Before starting, you must recognise the Contest Chair, with,
“Thank you, Contest Chair”
and the Contest Chair must reply “You’re welcome”
Before sitting down (6F)

Speaking Area

The speaking area is 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

You will have time to practice on the stage, and test any
microphones (if they are used)

Table Topic Question

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.

Write the topic on a piece of paper,

1) so the contestant is able to read it, and

2) the wording is EXACTLY the same each time

Originality

75% of the speech must be original material,
any quoted material must be identified,
even paraphrasing or referencing another person’s work,
Is not acceptable

Props

If you use props in your speech, you must demonstrate
that they can be set up in the one minutes silence,
and taken away after the speech, in the one minutes silence.
Remember, this also means you can’t leave anything on the floor
after their speech

It may not make sense,

but this still applies in the Table Topics Contest

Protests

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

Originality,

Reference to another contestant in THIS contest

Reference to another contestant’s speech material,
delivered in THIS contest,
- not that they said the same thing, but that they said
"contestant (x) said"

*Lodge your protest with the Chief
Judge or Contest Chair*

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

Draw for Speaking order

Bring playing cards (or some other method)

to determine the speaking order

write down the contestant names

Are there any Questions?

if none

I will now give the speaking order to the judges,

These are remarks, or directions

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you can return to the main room

You will be allowed to test the Microphones, and the stage

Talk to the Chief Judge

Please confirm that all Judges are qualified, and have been briefed

Arrange a signal that means "Stop The Contest"

Pre-Contest Briefing - Chief Judge

You can do the briefing online to save time on the night

Speak to the Contest Chair and arrange a signal that means "Stop The Contest"

Check the Number of Officials

I have appointed
2 timekeepers
2 ballot counters, (3 at District)
The correct number of Voting Judges

(At Club level, 5 Judges – unless impractical)

(at Area Level, equal representation or 5 Judges)

(at Division Level, equal representation or 7 Judges)

(at District Level, equal representation or 7 Judges)

(Candidates for ELECTED Office

can't serve as any contest official at Area level and above [2F])

Because the Judges are anonymous,
no-one else should be present

I have also appointed and briefed a secret tie-breaking judge, who
does not attend this briefing, I will collect their ballot at the end
of the contest

Timekeepers

*The contestant must recognise the Contest Chair,
Before they can sit down (6F)*

Timing starts 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 form, in speaking order

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

or any signal provided by a Contestant

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

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, the RED signal will
remain displayed until the contestant stops speaking

Timekeeper one (1), circle the contestant's time, if it is under or
over time, as follows

if their speech is less than one (1) minute,

or more than two (2) minutes and 31 seconds.

Yes, 31 seconds

Timekeepers Warning

If the Contest Chair or Chief Judge calls to pause the speech,
Stop the timer, until the Contest Chair says to start it again

If the lights fail, swap to the backup signal

If the lights fail, or the stopwatch fails,
mark this as a failure on the timing sheet,
then allow the Contestant 30 seconds more before disqualifying

Ballot Counters

I will give the "Counter's Tally Sheet" to each of the ballot
counters,
Please review the form, and write the names of the contestants on
the top of the form, in speaking order .

indicate the judges

At the end of the contest, you will collect the voting ballots from
these judges.
I will be there to guide you through the ballot counting, when we
return to this room.

If none

Are there any questions?
The ballot counters and timekeepers can return to the main room

Judges Eligibility

*The chief Judge will already have
checked that all judges are eligible*

The voting judges must read, and sign
the Judge's Certification of Eligibility and Code of Ethics

Check the appropriate level;

CLUB – the judge must be a paid member.

AREA, DIVISION, DISTRICT – 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.*

*DIVISION or DISTRICT – the chief judge, voting judges, and the tie-breaking judge
must not be a member of any club in which a contestant is a member.*

*Candidates for ELECTED Office can't serve
as contest officials at Area level and above (2F)*

Judges Guide

Here is the "Table Topics Contest Judge's Guide and Ballot",
please review it now.

*don't read it out, but you can
remind them of the important
points*

Read the "Judge's Code of Ethics" on page 2,
This explains the standards that Toastmasters expects you to
uphold

Judges should sit near the stage, so they can hear the speakers

if there are 3 or more speakers

You must judge all speeches, and your ballot must;
list the first three place getters, and no ties
be signed, and have your name on it
or your ballot will be discarded

These are remarks, or directions

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Explain the points values for this Speech Type in your own words

I will explain the "Judging Criteria", using the points guide on the form

Also

In the Table Topic Contest, the Contestant must speak to the topic

75% of the speech must be original material,
Any quoted material must be identified,
even paraphrasing or referencing is not acceptable

As you listen to the speech, take notes, only allocate points at the end, and ignore the speech timing

Ballots should be put in an envelope

At the end of the contest, put your voting ballots in an envelope, and the Ballot Counters will collect them

Protests

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

*If they are not a paid member,
Or you have seen them judge this Contest Type in this round*

Eligibility,

If more than 25% of the speech is quotes, or someone else's material, (even paraphrased or referenced)

Originality,

you can't say a Contestant's name

Reference to another contestant in THIS contest

you can't repeat what another contestant said

Reference to another contestant's speech material, delivered in THIS contest – that they said "contestant (x) said" , not just that they said the same thing

*Speak to the Chief Judge
And write "PROTEST" on the Voting Ballot*

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

Remember, you can't protest for any other reason,
If a rule is broken, speak to the Chief Judge immediately to resolve the issue

Speaking Area

The speaking area is from (a) on the left, to (b) on the right, and as far forward as (c), you will judge how effectively the contestant uses the speaking area

Speaking Order

read out the speaking order given by the contest chair

The speaking order is as follows,
The speaker's names should be on the agenda

if none

Are there any questions?
You can return to the main room

Contest Welcome - Contest Chair

Ladies and Gentlemen, welcome to the Table Topics Contest,
the Purpose of this Contest is

"To encourage development of impromptu and/or extemporaneous
speaking skills and to recognize the best as encouragement to all."

Housekeeping

The following are the housekeeping rules for this contest

As a courtesy to our contestants please ensure your mobile phone
is on silent

The Sergeant at Arms will secure the doors, members of the
audience should not to enter or leave when anyone is speaking.

Photography is NOT permitted during the contest.
To video any speaker, you must have their permission, and they
must have completed the Video Release form (Item 470).

As each contestant selects their own speech topics, some of the
content may be personal in nature, and contain language, ideas, or
beliefs that some audiences may consider sensitive.

Briefings

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

Chief Judge (___name___) can you confirm that the Judges are
qualified, and have been briefed.

Protests

Protests can only be lodged by Contestants or Voting Judges.

Timing

The speech 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.

Lighting Test and Speaking Area *confirm they work*

Timers, please test the stopwatch, and show the lights

point at the lights

I can see the timing lights, they are here

*the speaking area has been described to the Contestants
and Judges, you don't need to tell the audience*

Speaking Order

The order of the contestants was randomly selected before the
start of this contest, and is as follows, the names and the correct
spelling should be on the agenda.

*If they're not on the agenda, then
read out the speaking order*

Running the Contest - Contest Chair

Move the lectern to the side of the stage, and stand behind it.

Is everybody ready?

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

Contestant Introductions - Contest Chair

Say it like this, not "first" or "last"

Now I will introduce our speech contestants

For each Contestant

Please welcome our next contestant
____(given name / family name)____,

If the Contestant isn't present (or you don't have the eligibility form), welcome the Alternate Speaker (that you briefed earlier)

because the Contestant isn't present, they are disqualified, and I call forward the alternate speaker
____(given name / family name)____

Show the topic (topic) to the contestant to read, and read it aloud

your topic today is ____ (topic)____,

with the speech ____ (topic)____

Lead the applause as Contestant comes to the center of the Stage

please welcome ____ (given name)____ .

Do NOT shake their hand.

Remain standing at the lectern until the contestant recognises you with "Thank you, Contest Chair"

Only then say "you're welcome", and sit down

"You're welcome"

*During the Speech,
Watch for the signal from the Chief Judge to pause the contest
OR pause the Contest, and signal the Chief Judge*

After the speech, Lead the applause

Thank you contestant ____ (given name)____,

There will be one minute silence for judges to fill out the ballots.
Timer, please indicate the time at one minute

at the end of one minute

Thank you. Now I will introduce the next contestant

After the last speaker

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

These are remarks, or directions

These are instructions to be read out loud

When you are ready, hold up the ballot, for the ballot counters to collect.

*The Chief Judge collects the Time Record sheet,
and the Tie Breaking Judges Ballot*

*wait until the chief judge and
ballot counters have left the room.*

*you MUST give Participation
Certificates now*

The Chief Judge and ballot counters have left the room,
so we will present the Participation Certificates
I invite all the contestants back to the stage.
You can come forward to take photographs

For each contestant

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

If you have been told to waste time

this really is optional, and could take a while if there is a protest

*use the Biographical Sheet to ask
questions*

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

After the Presentation

Now, could the contestants return to their seats

1) If you have the Results

I have the results from the Chief Judge,
So I will present them now

**2) If the Results are going to be
presented later**

I am waiting for the results from the Chief Judge,
So I will adjourn the contest until later

Tallying the Results - Chief Judge

In the counting room

*Check that you have valid Ballots,
and they are from real judges*

Each ballot counter will fill out the ballot counters form,
Write the contestant's names across the top, and the Judges
names down the side

Check each form for the word "PROTEST"

Show each form to the ballot counters

*The Chief Judge reads out the votes
From EACH Ballot in this manner*

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

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

Time Disqualifications

*check the Time Record sheet,
if any contestants spoke over time,
or under time, then state*

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

Tied Places

*If any contestants received the
same number of points – even
ZERO points*

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

*only look at the relative placing of
those 2 contestants*

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

Protests

*you cannot protest for any other
reason*

There is a protest from a Contestant or a Judge
Relating to Eligibility, or Originality, or Reference

*the judges will have to meet,
discuss and vote*

I will check the section in the rulebook, on handling a protest

*If the judges have voted to
disqualify a contestant, state*

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

Official Results

now you have the official results

Ballot Counters must 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 the Notification of Contest Results form

*If you have filled in the forms
correctly*

I will now give the results to the Contest Chair

Announcing the Results - Contest Chair

Ladies and Gentlemen,
congratulations to all our Contestants

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.

Read the results from the form

*if there were time disqualifications.
DO NOT name them*

*As you read the results watch out
for the chief judge, timers or ballot
counters pointing out an error*

*Hand their place-getters their
Certificates,
and Trophies (if available)*

The image shows a 'Results Form' with the following sections:

- Instructions** (read aloud):
 - Review the Contest Chair's instructions.
 - Announce the results from the form.
 - Check the list of winners for any disqualifications.
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- Contest Chair** (fill in):
 - Write the name of the contest chair.
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 - Write the name of the contest chair.
 - Write the name of the contest chair.
 - Write the name of the contest chair.
- Time Disqualifications** (checkboxes):
 - ☐ YES ☐ NO
- Announcement** (lines for winners):
 - 1st place winner: _____
 - 2nd place winner: _____
 - 3rd place winner: _____

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

*Are the dates 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.

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