

TOASTMASTERS CONTEST SCRIPT TABLE TOPICS AND INTERNATIONAL SPEECH CONTESTS



District 18
2008 - 2009

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CONTEST SCRIPT

Role	Time Estimate	Event	What to Say and Do
			Contest Start
Sergeant at Arms	2 min total	Warn of imminent start	Announce two minute warning before official start of contest.
		Call everyone to attention	Bangs the gavel twice
			"May I have your attention please. My name is ?????. I am the Sergeant at Arms for this event. Please stand and join me in reciting the Pledge of Allegiance."
		Introduce Toastmaster of the Day	"Please help me welcome our Toastmaster of the Day"
Toastmaster of the Day	7 min total	Welcome Remarks	Good evening Toastmasters and guests. Welcome. Glad you can join us. Sit back and enjoy. You are about to see the best of (state the Division, Area or Club) compete in a Table Topics Contest and an International Speech Contest.
		Introduce Invocation Speaker	"At this time please welcome (<i>name of Invocation Speaker</i>) to deliver the invocation."
		Recognize dignitaries	We are privileged to have dignitaries and special guests of honor with us tonight. I would like to recognize them.
		Administrative Remarks	Let me go over administrative items (bathrooms, exits, security rules)
		Introduce contest master	At this time it is my great pleasure to introduce our Table Topics contest master. (Read bio). Please help me welcome
			Table Topics Contest
Contest Master			see separate sheet for Table Topics Contest Master
Toastmaster of the Day		Break	Announce break if planned for in the program.
			Intermission
Sergeant at Arms	0.5 min	Warn of imminent start	Two minute warning for next event, blow whistle/ring bell
		Call everyone to attention	Bangs the gavel twice
			Please help me welcome back our Toastmaster of the Evening.
Toastmaster of the Day	2 min total	Welcome Remarks	Good evening Toastmasters and guests. Welcome back. Sit back and enjoy. The next contest is the Toastmasters International Speech Contest featuring the best of (state the Division, Area or Club).
		Administrative Remarks	Restate admin stuff if necessary.
		Introduce contest master	At this time it is my great pleasure to introduce our International Speech contest master. (Read bio). Please help me welcome
			International Speech Contest
Contest Master			see separate sheet for International Speech Contest Master
Toastmaster of the Day		Break	Announce break if planned for in the program.
		Introduce contest chair	At this time it is my great pleasure to introduce our Contest Chair. Please help me welcome
Contest Chair			Thank Contest Master.
			Call for announcements if appropriate and if time allows.
			Ask highest ranking officers to come up and help announce the winners.
			Adjourn

CONTEST SCRIPT

Role	Time Estimate	Event	What to Say and Do
			Table Topics Contest
Table Topics Contest Master	1 min	Welcome Remarks	Thank you for that great intro. It is my pleasure to serve as your Table Topics contest master. Say a few words to warm up the audience.
	0.5 min	Purpose	The purpose of the Table Topics contest is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training and to encourage the development of impromptu and/or extemporaneous speaking skills and to recognize the best as encouragement to all.
	0.5 min	Administrative Remarks	At this time I need to begin the contest by asking all you in the audience to please turn off any pagers, phones, watches or other devices which may make noise and would disrupt the contestants. I also ask that no one take pictures while the contestants are speaking. There will be plenty of time for pictures at the end of the contest. Finally, please do not leave the room while the contestants are speaking, if you must leave, please do so during the minute of silence between the contestants.
	0.5 min	Speaking Area	The speaking area for the contest will be (define speaking area).
	1 min	Speaking Order	The speaking order is
	1 min	Timing rules	Ask timer to go over the rules.
	2 min	Eligibility Rules	Ask Chief Judge to go over eligibility rules. Thank you Chief judge.
	0.5 min	Sgt-At-Arms escort	The contestants will be removed from the room by the Sgt. At Arms, with the exception of the first contestant.
	3 min including intro	Call on first contestant	Contestant No. xx is (state name). Wait for contestant to get on the stage and then say the table topic is then repeat table topic again and then state contestant's name again. (Lead applause.) Do not say anything more than this when introducing a contestant. Do not state contestant's club or educational designation. Make sure the contestant is not wearing a badge.
	1 min	Minute of silence	We shall now observe a minute of silence for our judges. Timer please signal when one minute has elapsed.
	3 min each including intro	Next Contestant	Call next contestant. Follow same procedure as with first contestant. Observe minute of silence after contestant finishes. After last contestant speaks, ask for 2 minute of silence to allow ample time for the judges and collection of ballots.
	1 min per contestant	Interview and certificates	After all ballots have been collected and the Chief Judge is leaving the room, call all the contestants back and asks them to stand in their speaking order and requests that the audience hold their applause until all contestants have been interviewed. If time allows, interview each contestant (come up with a personalized question for each contestant and ask for response of no more than a minute each). Thank each contestant for competing and present each a certificate of participation. Note if a contestant is competing in more than one contest (i.e. both table topics and international speech), exclude and wait until after the second contest to interview that contestant.
		Announcements	Call for announcements if appropriate and if time allows.
		Concluding Remarks	Ladies and gentlemen that concludes the Table Topics contest.
		Call back Toastmaster	I now return control to our Toastmaster of the day

CONTEST SCRIPT

Role	Time Estimate	Event	What to Say and Do
			International Speech Contest
International Speech Contest Master	1 min	Welcome Remarks	Thank you for that great intro. It is my pleasure to serve as your International Speech Contest Master. Say a few words to warm up the audience.
	0.5 min	Purpose	The purpose of the International Speech contest is to provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all. The contest also provides an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.
	0.5 min	Administrative Remarks	At this time I would like to begin the contest by asking all you in the audience to please turn off any pagers, phones, watches or other devices which may make noise and would disrupt the contestants. I also ask that no one take pictures while the speakers are talking. There will be plenty of time for pictures at the end of the contest. Finally, please do not leave the room while the contestants are speaking, if you must leave, please do so during the minute of silence between the speakers.
	0.5 min	Speaking Area	The speaking area for the contest will be (define speaking area).
	1 min	Speaking Order	The speaking order is
	1 min	Timing rules	Ask timer to go over the rules.
	2 min	Eligibility Rules	Ask Chief Judge to go over eligibility rules. Thank you Chief judge.
	0.5 min	Sgt-At-Arms escort not required	In contrast to the Table Topics contest, there is no need for contestants to be escorted in and out of the room. They can all stay in the room.
	3 min including intro	Call on first contestant	Contestant No. xx is (state name). Wait for contestant to get on the stage and then state the title of the speech, repeat the title of the speech a second time and then state contestant's name again. (Lead applause.) Do not say anything more than this when introducing a contestant. Do not state contestant's club or educational designation. Make sure the contestant is not wearing a badge.
	1 min	Minute of silence	We shall now observe a minute of silence for our judges. Timer please signal when one minute has elapsed.
	3 min each including intro	Next Contestant	Call next contestant. Follow same procedure as with first contestant (state contestant name, speech title, speech title again, and then contestant name again and lead applause. Observe minute of silence after contestant finishes. After last contestant speaks, ask for 2 minute of silence to allow ample time for the judges and collection of ballots.
	1 min per contestant	Interview and certificates	After all ballots have been collected and the Chief Judge is leaving the room, call all the contestants back and asks them to stand in their speaking order and requests that the audience hold their applause until all contestants have been interviewed. If time allows, interview each contestant (come up with a personalized question for each contestant and ask for a response of no more than a minute each). Thank each contestant for competing and present each a certificate of participation. Note if a contestant is competing in more than one contest (i.e. both table topics and international speech), exclude and wait until after the second contest to interview that contestant.
		Announcements	Call for announcements if appropriate and if time allows.
		Concluding Remarks	Ladies and gentlemen that concludes the International Speech contest.
		Call back Toastmaster	I now return control to our Toastmaster of the day