

## **DISTRICT 47 IN-PERSON CONTEST SCRIPTS** **(TABLE TOPICS, EVALUATION, AND INTERNATIONAL SPEECH CONTESTS)**

Use the appropriate script(s) from Sections 1, 2, and 3 below for your contests. Use Section 4 (Presenting Awards), if applicable, after completing the (last) contest and before announcing contest winners. Winners in each speech contest should only be announced at the end of the contest (Section 5).

### **1. Table Topics Contest Script**

(Note: The words “Distinguished Toastmaster” should be used instead of “DTM” to refer to anyone who has earned the designation.)

**Commented [MA1]:** Lauren – I’ve tried to delete all forced returns in the middle of a sentence. They make a mess when users of the script change the font size.

#### **BEGIN THE TABLE TOPICS CONTEST**

##### **5 minutes before the start:**

**SAA#1:** Ladies & Gentlemen, the Club/Area/Division/District 47 Table Topics Contest officially begins in 5 minutes. (repeat).

##### **2 minutes before the start:**

**SAA#1:** Ladies & Gentlemen, the Club/Area/Division/District 47 Table Topics Contest officially begins in 2 minutes. (repeat).

##### **At the contest start time:**

**SAA#1:** Good (morning/afternoon/evening) fellow Toastmasters and welcomed guests!  
I am \_\_\_\_\_, the Sergeant at Arms of this Contest. This event is now called to order. Please silence your electronic devices.

##### **(For Area/Division/District-level Contests)**

**SAA#1:** Please join me in the playing of the National Anthems. Please stand. Please be seated. Thank you.

**SAA#1:** Please help me to welcome our Contest Master Toastmaster \_\_\_\_\_.

## **CONTEST MASTER (CM)**

**CM:** Good morning (afternoon/evening), Fellow Toastmasters & most welcomed guests!  
Welcome to the Table Topics Contest for Club/Area/Division/District 47. I am \_\_\_\_\_ and I am honored to serve as the Contest Master.

At this time, please help me acknowledge the Dignitaries in the room. **(Acknowledge any Trio/DEC members, District leaders & other dignitaries using their proper titles)**

Thank you for serving our members. On with today's contest!

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 recognize the best as an encouragement to all.

The Sergeant-at-Arms is instructed to not admit anyone into the room while the contestants are giving their presentations.

Please welcome our Chief Judge, \_\_\_\_\_, to provide a brief overview of the rules of the Table Topics Contest.

## **CHIEF JUDGE (CJ)**

**CJ:** Thank you, Contest Master \_\_\_\_\_.

The Table Topics Contest follows all the rules outlined in the General Rules section of the current Speech Contest Rulebook. The following additions and exceptions apply:

- It has been confirmed that all contestants are eligible and have been briefed.
- All contestants shall receive the same topic, which shall be of a general nature. The Topic is selected by the Contest Chair or designee.
- Contestants will receive no advance knowledge of the Topic until the moment they are introduced by the Contest master.
- Contestants may not use digital or other devices during the contest to gain an unfair Advantage.
- When the contest begins, all Contestants except the first contestant shall move to a quiet area or leave the contest room under the supervision of the Contest Sergeant-at-Arms until it is their turn to speak.
- Contestants have 5 minutes from the time their number is called to return to the contest room and be acknowledged by the Contest Master. After 5 minutes, the Chief Judge will announce that the contestant has forfeited their turn & the contest will continue with the next contestant.
- Each Contestant will be introduced by announcing the Contestant's Name, the Topic, the Topic, and the Contestant's Name.
- After each speech & during the minute of silence, the next contestant will return to the room.
- All Speeches delivered by Contestants must conform to the Timing Guidelines for the Contest. The time for the speeches is one minute to two minutes. **Any contestant speaking for less than one minute or more than two minutes and 30 seconds will be disqualified.**

- The timing lights/cards will be activated as follows: (ask Timer 1 to activate the lights/cardboards as you indicate timelines)
  - Green light at one minute
  - Yellow light at one minute and thirty seconds.
  - Red light at two minutes– which will stay on until the contestant has finished speaking. No notice shall be given should a contestant go overtime.
- Timing starts with the first word uttered or when the contestant uses any form of communication with the audience.
- There will be one minute of silence between contestants so the judges may complete their forms.
- All judges have been briefed and are confirmed to be qualified and eligible to judge this contest.

Commented [MA2]:

Let the Contest Begin! Back to you, Contest Master.

### **CONTEST MASTER**

**CM:** Thank you, Chief Judge \_\_\_\_\_. The contestants have drawn their speaking positions.

**The Speaking Order is:**

- Contestant 1:
- Contestant 2:
- Contestant 3:
- Contestant 4:
- Contestant 5:
- Contestant 6:
- Contestant 7:

(Repeat the speaking order)

**CM:** There will be one minute of silence between contestants for the judges to mark their ballots.

Are the timers ready? (Wait for signal)

At this time, all our contestants except the first contestant will go outside of the contest room under the supervision of our Sergeant(s) at Arms.

**CM:** We will now begin the Table Topics contest.

*[Introduce each contestant by stating their name, the Table Topics question, and the Table Topics question followed by their name. SAY NOTHING ELSE, as your words or tone can appear to show bias for or against the contestant. State the Table Topics question with the same words and manner for each contestant. Reading to get it right is perfectly acceptable.]*

**CM:** Welcome Contestant #X  
Please provide a microphone check (if a microphone is being used)  
Thank you, we can hear you.  
Timer – please announce yourself.  
Can you see the timer?

Contestant #1 \_\_\_\_\_

The Topic \_\_\_\_\_

The Topic \_\_\_\_\_

Contestant #1 \_\_\_\_\_

*(Note: CM, do not comment on the speech or the contestant & keep your tone consistent.)*

**CM:** May we have one minute of silence while the judges mark their ballots? Timer, give me the red signal at one minute.

**CM:** Welcome Contestant #X  
Please provide a microphone check.  
Thank you, we can hear you.  
Timer – please announce yourself  
Can you see the timer?

Contestant# \_\_\_\_\_

The topic \_\_\_\_\_

The topic \_\_\_\_\_

Contestant # \_\_\_\_\_

**[Follow this procedure for the remaining Table Topics contestants.]**  
**(When the LAST contestant is done)**

**CM:** We will now have silence while the judges complete their ballots.

Judges, please complete your ranking of the Contestants. As a reminder, please print your name and sign the bottom of your ballot. Make sure you have ONE NAME for First, Second, and Third Place and submit your ballot to the Ballot Counters as instructed to do so in the Judges' briefing.

Commented [MA3]: DELETE since contests are in person??

Commented [AM4R3]: None

Commented [MA5]: DELETE since contests are in person? If so, also delete repeats below.

Commented [MA6]: Delete?

Ballot Counters, please remain in this room until you have received all the ballots assigned to you, then exit to the Chief Judge's room.

Timers, please give your timing sheets to the Chief Judge as instructed during the contest briefing).

***(Confirm ballot counters and the Chief Judge have left the room)***

**CM:** Thank you. Let's give the contestants a big round of applause.

***(While we are waiting for the votes to be counted, you can do one of the following or more:***

- ***Interview the audience with Table Topics style questions – DO NOT interview the contestants UNLESS Table Topics is the ONLY contest being conducted at this meeting t***
- ***If this is an Area or Division Contest, the Area Director, Division Director, or Trio Member addresses the audience. Introduce them with their proper titles)***

***(Once the Chief Judge has returned to the Contest Room)***

**CM:** The Chief Judge is back in the Room

**CM:** Once again, let's congratulate all our contestants today. We will announce the winners at the end of all the Contests.

(If holding multiple contests on the same day), please help me to welcome back our Sergeant-at-Arms, Toastmaster \_\_\_\_\_.

**SAA #1:** We will now have a 3 (or 5) minute intermission. The next contest will begin in 3 (or 5) minutes.

**INTERMISSION**

## **2. Evaluation Contest Script**

(Note: The words "Distinguished Toastmaster" should be used instead of "DTM" to refer to anyone who has earned the designation.)

### **BEGIN THE EVALUATION CONTEST**

**1 minute before the start:**

**SAA#1:** Ladies & Gentlemen, the Contest officially begins in 1 minute. (repeat).

**Commented [MA7]:** What's the difference between "instructions" that are in bold/italic/RED font vers bold/italic/BLACK font???

**At the contest start time:**

**SAA#1:** Good morning (afternoon/evening) fellow Toastmasters and welcomed guests! This event is now called to order. Please silence your electronic devices.

**SAA#1:** Thank you. Please help me to welcome our Contest Master \_\_\_\_\_.

**CONTEST MASTER**

**CM:** Good morning (afternoon/evening), Fellow Toastmasters & most welcomed guests!  
Welcome to the Evaluation Contest for Club/Area/Division/District 47.

I am \_\_\_\_\_ and I am honored to serve as the Contest Master.

At this time, please help me acknowledge the Dignitaries in the room. (Acknowledge any Trio/DEC members, District leaders & other dignitaries using their proper titles)

The purpose of the Evaluation Contests is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the best as an encouragement to all.

The Sergeant-at-Arms is instructed to not admit anyone into the room while the contestants are giving their presentations.

Please welcome our Chief Judge, \_\_\_\_\_ to provide a brief overview of the rules of the Evaluation Contest.

**CHIEF JUDGE**

**CJ:** Thank you, Contest Master \_\_\_\_\_. The Evaluation Contest follows all rules outlined in the General Rules section of the current Speech Contest Rulebook.

- It has been confirmed that all contestants are eligible and have been briefed.
- Contestants will be sequestered before presenting but may stay in the contest room after their evaluation.
- No one will be allowed in or out of the room once the contest has begun until the last Contestant has spoken.
- The time of the evaluations is 2-3 minutes. **Any contestant speaking less than one minute and thirty seconds** or more than 3 minutes and 30 seconds will be disqualified. The timing lights/cards will be activated as follows (ask Timer 1 to activate the lights/cardboards as you indicate timelines)
  - Green light/card at two minutes.
  - Yellow light/card at two minutes and thirty seconds.

- Red light/card at three minutes – which will stay on until the contestant has finished speaking. No notice shall be given should a contestant go overtime.
- Timing starts with the first word uttered or when the contestant uses any form of communication with the audience.
- There will be one minute of silence between contestants so the judges may complete their forms.
- Contestants have 5 minutes from the time their number is called to return to the contest room & be acknowledged by the Contest Master. After 5 minutes, the Chief Judge will announce that the contestant has forfeited their turn & the contest will continue with the next contestant. All judges have been briefed and are qualified to judge this contest.

Contest Master, let the Contest begin!

### **CONTEST MASTER**

**CM:** Thank you, Chief Judge, \_\_\_\_\_. The contestants have drawn their speaking positions.

**CM:** The speaking order is:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Repeat the speaking order)

**CM:** We will have a test speaker who will present a 5-7-minute speech that all the contestants will be evaluating. When the test speaker finishes, the sergeant(s)-at-arms will escort all contestants to a quiet area or outside of the contest room where they will have 5 minutes to complete their evaluations. We will then escort the first speaker back into the room. There will be one minute of silence between contestants for the judges to mark their ballots.

Are the timers ready? (Wait for signal) At this time, please welcome our Test Speaker, Toastmaster \_\_\_\_\_.

Please provide a microphone check (if a microphone is being used)

Thank you, we can hear you

Timer – please announce yourself.

Can you see the timer?

Wonderful, let us get started.

Test Speaker \_\_\_\_\_

Title: \_\_\_\_\_  
Title: \_\_\_\_\_  
Test Speaker \_\_\_\_\_.

**(After test speech),** Contestants and Sergeant-at-Arms, please make your way to the quiet area. Timing will start once all contestants are secured.

Timer, please put 5 minutes on the clock. Thank you both. In the meantime, let us get to know our Test Speaker.

**(Interview the Test Speaker until you see the 5-minute signal from the Timer. Wrap up & thank the Test Speaker.)**

CM: We will now bring in our first Evaluation contestant.

**CM:** Welcome Contestant #X  
Please provide a microphone check (if a microphone is being used)  
Thank you, we can hear you.  
Timer – please announce yourself.  
Can you see the timer?

Commented [MA8]: DELETE??

Contestant #1 \_\_\_\_\_

Contestant #1 \_\_\_\_\_

[Introduce each contestant by stating their name TWICE. SAY NOTHING ELSE, as your words or tone can appear to show bias for or against the contestant. State the names in the same manner for each contestant. Do not comment on the speech or the contestant & keep your tone consistent.]

**CM:** May we have one minute of silence while the judges mark their ballots? Timer, please give me the red signal at one minute.

**CM:** Welcome Contestant \_\_\_\_\_  
Please provide a microphone check.  
Thank you, we can hear you.  
Timer – please announce yourself  
Can you see the timer?

Contestant # \_\_\_\_\_

Contestant # \_\_\_\_\_

[Follow this procedure for the remaining Evaluation contestants.]

(When the LAST contestant is done)

**CM:** May we now have silence while the judges complete their ballots.



Judges, at this time, please complete your ranking of the Contestants. As a reminder, please print your name and sign the bottom of your ballot. Make sure you have ONE NAME for the First, Second, and Third Place & send your ballot to the Ballot Counters as instructed in the Judge's briefing.

Ballot Counters, please remain in this room until you have received all the ballots assigned to you, then exit to the Chief Judge's room.

Timers, please give your timing sheets to the Chief Judge as instructed during your briefing).

***(Confirm ballot counters and the Chief Judge have left the room)***

**CM:** Thank you. Let's give the contestants a big round of applause!

(While we are waiting for the votes to be counted, you can do one of the following or more:

- Interview the audience with Table Topics style questions – do not interview the contestants as they may be in the next contest.
- Share District Announcements
- If this is an Area or Division Contest, the Area Director, Division Director, or Trio Member addresses the audience after the contestants. Introduce them with their proper titles)

***(Once the Chief Judge has returned to the Contest Room)***

**CM:** The Chief Judge is back in the Room

**CM:** Once again, let us congratulate all our contestants today. We will announce the winners at the end of all of the Contests.

***(If holding multiple contests on the same day),*** please help me to welcome back our Sergeant-at-Arms, Toastmaster \_\_\_\_\_.

**SAA #1:** We will now have a 3 (or 5) minute intermission. The next contest will begin in 3 (or 5) minutes.

**INTERMISSION**

### **3. International Speech Contest Script**

(Note: The words "Distinguished Toastmaster" should be used instead of "DTM" to refer to anyone who has earned the designation.)

## **BEGIN THE INTERNATIONAL SPEECH CONTEST**

**1 minute before the start:**

**SAA#1:** Ladies & Gentlemen, the Contest officially begins in 1 minute. (repeat).

**At the contest start time:**

**SAA#1:** Good morning (afternoon/evening), fellow Toastmasters and welcomed guests! This event is now called to order. Please silence your electronic devices.

**SAA#1:** Please help me to welcome our Contest Master \_\_\_\_\_.

### **CONTEST MASTER**

**CM:** Good morning (afternoon/evening), Fellow Toastmasters! Welcome to the International Speech Contest for Club/Area/Division/District 47.

I am \_\_\_\_\_ and I am honored to serve as the Contest Master.

At this time, please help me to acknowledge the Dignitaries in the room. (Acknowledge any Trio/DEC members, District leaders & other dignitaries using their proper titles)

Thank you for serving our members. On with today's contest!

Speech contests are a Toastmasters tradition. Each year, thousands of Toastmasters compete in the Table Topics, Evaluation, and International Speech contests. Competition begins with club contests, and winners continue competing through the Area, Division, and District levels. Winners of the District-level International Speech Contest proceed to the region's quarterfinal level. Following region quarterfinals, winners advance to the semifinals for a chance to take part in the World Championship of Public Speaking®. Do we have a potential World Champion with us today? We will find out soon!

The purpose of the International Speech Contest is to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the best as encouragement to all.

The Sergeant at Arms is instructed to not admit anyone into the contest room while the contestants are giving their presentations.

Please welcome our Chief Judge \_\_\_\_\_ to provide an overview of the rules of the International Speech Contest.

### **CHIEF JUDGE**

**CJ:** Thank you Contest Master \_\_\_\_\_. The International Contest follows all the rules outlined in the General Rules section of the current Speech Contest Rulebook. The following additions

and exceptions apply:

- It has been confirmed that all contestants are eligible and have been briefed.
- Contestants must create their speeches and each must be substantially original. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be identified during the Speech presentation. Contestants who reference another contestant's speech or another speech contestant will be disqualified.
- The time of the speeches is 5-7 minutes. **Any contestant speaking less than 4:30 or more than 7:30 will be disqualified.**
- The timing lights/cards will be activated as follows: (ask Timer 1 to activate the lights/cards as you indicate timelines)
  - Green light at five minutes
  - Yellow light at six minutes
  - Red light at seven minutes – which will stay on until the contestant has finished speaking. No notice shall be given should a contestant go overtime.
- Timing starts with the first word uttered or when the contestant uses any form of communication with the audience.
- There will be one minute of silence between contestants so the judges may complete their forms.
- Contestants have 5 minutes from the time their number is called to return to the contest room & be acknowledged by the Contest Master. After 5 minutes, the Chief Judge will announce that the contestant has forfeited their turn & the contest will continue with the next contestant.
- All judges have been briefed and are confirmed qualified and eligible to judge this contest.

Contest Master, that completes the overview of the Speech Contest Rules. Let the Contest begin!

### **CONTEST MASTER**

**CM:** Thank you, Chief Judge, \_\_\_\_\_. The contestants have drawn their speaking positions.

The speaking order is:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Repeat the speaking order)

**CM:** There will be one minute of silence between contestants for the judges to mark their ballots.

Are the timers ready? (Wait for signal)

**CM:** We will begin the International Speech contest.

**[Introduce each contestant by stating their name, their speech title, and their speech title followed by their name. SAY NOTHING ELSE, as your words or tone can appear to show bias for or against the contestant]**

**CM:** Welcome Contestant #X

Please provide a microphone check (if a microphone is being used)

Thank you we can hear you

Timer – please announce yourself.

Can you see the timer?

Contestant #1 \_\_\_\_\_

Speech Title: \_\_\_\_\_

Speech Title: \_\_\_\_\_

Contestant #1 \_\_\_\_\_

**(Note: Do not comment on the speech or the contestant & keep your tone consistent.)**

**CM:** We will have one minute of silence while the judges mark their ballots. Timer, please give me the red signal at one minute.

**CM:** Welcome Contestant \_\_

Please provide a microphone check (if a microphone is being used)

Timer – please announce yourself.

Can you see the timer?

Contestant # \_\_\_\_\_

Speech Title: \_\_\_\_\_

Speech Title: \_\_\_\_\_

Contestant # \_\_\_\_\_

[Follow this procedure for the remaining contestants.]

(When the LAST contestant is done)

**CM:** We will now have one minute of silence while the judges complete their ballots.

Judges, at this time, please complete your ranking of the Contestants. As a reminder, please print your name and sign the bottom of your ballot. Make sure you have ONE NAME for the First, Second, and Third Place & send a copy of your ballot to the Ballot Counters as instructed to do so in the Judges' briefing.

Ballot Counters, please remain in this room until you have received all of the ballots assigned to you, then exit to the Chief Judge's room.

Timers, please give your timing sheets to the Chief Judge (or take a photo of your timing sheets and send them to the Chief Judge as instructed during the contest briefing).

***(Confirm ballot counters and the Chief Judge have left the room)***

**CM:** Thank you. Let us give the contestants a big round of applause. While we are waiting for the votes to be counted, let's get to know all our contestants. ***(Here you can interview all of the Table Topics, Evaluation, and International Contestants. Ask each contestant 1-2 questions and wait for a reply before asking the next question. Shorten the number of questions asked based on the time constraints of the contest.)***

***(Once the Chief Judge has returned to the Contest Room)***

**CM:** The Chief Judge is back in the Room

## 4. Presenting Awards

(You may now explain the criteria for the Shooting Star, Stellar Member, and DTM SuperNova awards and announce the winners of the Club/Area/Division/District-level awards.)

**CM:** Once again, let's congratulate all of our contestants today.

## 5. Announcing Winners

### Table Topics Winners

Now, for the moment we have all been waiting for...the announcement of our winners!

1. (Using the Results Form from the Chief Judge,) For Table Topics, we have no disqualifications (or we have \_\_\_ disqualification(s).)

2. The Third Place Winner is:

3. The Second Place Winner is:

4. The First Place Winner of the Club/Area/Division/District 47 Table Topics Speech Contest is:

Congratulations to all our winners!

Winners, please move to the front of the room for photos. Please stand by.

Winners of today's contest will go on to represent Area/Division/District at the next level of contests, which will be held on \_\_\_\_\_.

### **Evaluation Winners**

(Using the Results Form received from the Chief Judge),

1) For Evaluations, we have no disqualifications (or we had \_\_\_ disqualification(s).)

2. The Third Place Winner is: \_\_\_\_\_

3. The Second Place Winner is: \_\_\_\_\_

4. The First Place Winner of the Club/Area/Division/District 47 Speech Evaluation Contest is:

\_\_\_\_\_

Congratulations to all our winners!

Winners, please move to the front of the room for photos. Please stand by.

Winners of today's contest will go on to represent Area/Division/District at the next level of contests, which will be held on \_\_\_\_\_.

### **International Speech Winners**

1. (Using the Results Form received from the Chief Judge),  
For International Speech, we have no disqualifications (or we had \_\_\_ disqualification(s).)
2. The Third Place Winner is: \_\_\_\_\_
3. The Second Place Winner is: \_\_\_\_\_
4. The First Place Winner of the Club/Area/Division/District International Speech Contest is:  
\_\_\_\_\_

Congratulations to all our winners! This International Speech contest is adjourned!

Winners, please move to the front of the room for photos. Please stand by.

Winners of today's contest will go on to represent Club/Area/Division/District at the next level of contests, which will be held on \_\_\_\_\_.

It was my pleasure to be your Contest Master today! On behalf of the entire contest team and all of our contestants, thank you for attending our contests.