

DISTRICT 47 ONLINE CONTEST SCRIPTS **(TABLE TOPICS, EVALUATION, AND INTERNATIONAL SPEECH CONTESTS)**

Table Topics Contest Script

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

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.

(For the online clubs that decide to record their speech contests)

*** The following should be displayed on a slide or read at the beginning of the contest. One or the other must be done. ***

“We need to let you know that by attending this speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote or in-person attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or

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distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.”

SAA#1: Please help me to welcome our Contest Master Toastmaster _____.

CONTEST MASTER

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. Serving with me as Zoom Technical Coordinators are/is _____.

At this time, please help me acknowledge the Dignitaries in the room please use your digital reactions. (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 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 an encouragement to all.

The Sergeant-at-Arms and Zoom Coordinators are instructed to not admit anyone into the room while the contestants are giving their presentations.
In accordance with Toastmaster rules, you will be muted, and your webcams and the chat will be turned off.

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

CHIEF JUDGE

CJ: Thank you, Contest Master _____.

The Table Topics Contest follows all 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.

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- When the contest begins, all Contestants except the first contestant shall leave the contest room and remain in a breakout 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. **A contestant will be disqualified if the speech is less than one minute or more than two minutes and seconds.**
- The timing background will be activated as follows: (ask Timer 1 to activate the background as you indicate timelines)
 - Green background at one minute
 - Yellow background at one minute and thirty seconds
 - Red background 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.
- 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 to be qualified and eligible to judge this contest.

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

CONTEST MASTER

CM: Thank you, Chief Judge _____. The contestants have drawn their speaking positions. *(Zoom Technical Coordinator will screen share a slide of the speaking order. Wait for the screen share, and then announce Contestant #1, 2, 3, 4, etc. Read the names of contestants in speaking order (slowly))*

The Speaking Order is:

Contestant 1:

Contestant 2:

Contestant 3:

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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 one will be placed in a virtual breakout room accompanied by our Sergeant(s) at Arms. Zoom Technical Coordinator, please let me know when all the contestants are in the breakout rooms. *(Wait for signal)*.

CM: We will now begin the Table Topics contest.

[Introduce each contestant by stating their name, the topic, the topic, 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. Turn off your camera & mic immediately after introducing each contestant]

CM: Welcome Contestant #X
Please provide a microphone check.
Thank you, we can hear you.
Are you happy with webcam framing?
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: We will have one minute of silence while the judges mark their ballots. Timer 1, please give me the red signal at one minute.

(During the minute of silence, the Zoom technical coordinator should display slides listing the event functionaries, upcoming events, etc. Wait for one minute of silence to be complete before announcing the next contestant.)

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CM: Welcome Contestant #
Please provide a mic check.
Thank you we can hear you.
Are you happy with webcam framing?
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, 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 the ballots assigned to you, then exit to the Chief Judge's room/area or breakout room. Timers, please take a photo of your timing sheets and send them to the Chief Judge as instructed during your briefing.

Zoom Technical Coordinator, please let me know when the Chief Judge leaves the room. **(Once the Zoom Technical Coordinator tells you that the Chief Judge and ballot counters have left the room, you can continue.)**

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 since they might be in a future contest
- If this is an Area or Division Contest, the Area Director, Division Director, or Trio Member addresses the audience after the contestant. Introduce them with their proper titles.

(The Zoom Technical Coordinator will let you know when the Chief Judge is back in the room & the winner's slide is ready to be displayed.)

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

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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 three (or five) minutes s intermission. The next contest will begin in 3 (or 5) minutes.

INTERMISSION

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).

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 Speech Evaluation Contest for Club/Area/Division/District 47.

I am _____ and I am honored to serve as the Contest Master.

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Serving with me as Zoom Technical Coordinators are/is _____. *(If the same team is being used from the first contest, this can be omitted)*

The purpose of the Evaluation Speech 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 and Zoom coordinators are instructed to not admit anyone into the room while the contestants are giving their presentations.

In accordance with Toastmasters rules, you will be muted, and your webcams and chat will be turned off.

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 Speech 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 to 3 minutes. **A contestant will be disqualified if the speech is less than one minute and thirty seconds or more than three minutes and thirty seconds.**
- The timing background will be activated as follows (ask Timer 1 to activate the backgrounds as you indicate timelines)
 - Green background at two minutes.
 - Yellow background at two minutes and thirty seconds.
 - Red background at three minutes – which will stay on until the speaker has finished speaking. No notice shall be given should a speaker 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.

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Contest Master, let the Contest begin!

CONTEST MASTER

CM: Thank you, Chief Judge, _____. The contestants have drawn their speaking positions.

(Zoom Technical Coordinator will screen share a slide of the speaking order. Wait for the screen share, and then announce Contestant #1, 2, 3, 4, etc. Read the names of contestants in speaking order (slowly)).

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 evaluate. When the test speaker finishes, the sergeant(s)-at-arms will escort all contestants into a virtual breakout room where they will have 5 minutes to complete their evaluations. At the end of 5 minutes, each speaker will then turn over their paper, keep their webcam turned on and their hands visible to the Sergeant at Arms. 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.
- Thank you, we can hear you.
- Are you happy with webcam framing?
- Timer – please announce yourself.
- Can you see the timer?

Wonderful, let's get started.

Test Speaker _____

Title: _____

Title: _____

Test Speaker _____.

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(Turn off your camera & mic.)

(After test speech) Contestants and Sergeant-at-Arms, please make your way to the virtual breakout room. Timing will start once all contestants are secured. Zoom Technical Coordinator, please let me know when all the contestants are secured. *(Wait for signal)*

Timer, please put 5 minutes on the clock.

Thank you both. In the meantime, let's 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.

- Welcome Contestant #X
- Please provide a microphone check.
- Thank you, we can hear you.
- Are you happy with webcam framing?
- Timer – please announce yourself.
- Can you see the timer?

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. (Turn off your camera & mic immediately after introducing each contestant.)

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

(During the minute of silence, the Zoom technical coordinator should display slides listing the event functionalities, upcoming events, etc. Wait for one minute of silence to be complete before announcing the next contestant.)

CM: Welcome Contestant # _____

Please provide a microphone check.

Thank you, we can hear you.

Are you happy with webcam framing?

Timer – please announce yourself

Can you see the timer?

Contestant # _____

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Contestant # _____

[Follow this procedure for the remaining Evaluation contestants.]

(When the LAST contestant is done)

CM: We will 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 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 the ballots assigned to you then exit to the Chief Judge's breakout room.

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

Zoom Technical Coordinator, please let me know when the Chief Judge leaves the room. ***(Once the Zoom Technical Coordinator tells you that the Chief Judge and ballot counters have left the room, you can continue.)***

CM: Thank you. Let's give the contestants a big round of applause via the reaction button at the bottom of your screen.

(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)

(The Zoom Technical Coordinator will let you know when the Chief Judge is back in the room & the winner's slide is ready to be displayed.)

(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 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.

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INTERMISSION

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 mute your mics

SAA#1: Please help me 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. Serving with me as Zoom Technical Coordinators are/is _____. *(If the same team is being used from the first contest, this can be omitted)*

At this time, please help me acknowledge the Dignitaries in the room. Online attendees, please use your digital reactions. *(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!

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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 an encouragement to all.

The Sergeants at Arms and Zoom Technical Coordinators are instructed to not admit anyone into the contest room while the contestants are giving their presentations.

In accordance with Toastmaster rules, you will be muted, and your webcams and chat will be turned off.

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 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 own 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. **A contestant will be disqualified if the speech is less than four minutes and thirty seconds or more than seven minutes and thirty seconds.**
- The timing background will be activated as follows: (ask Timer 1 to activate the background as you indicate timelines)
 - Green background at five minutes
 - Yellow background at six minutes
 - Red background 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.

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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.

(Zoom Technical Coordinator will screen share a slide of the speaking order. Wait for the screen share, and then announce Contestant #1, 2, 3, 4, etc. Read the names of contestants in speaking order (slowly)).

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 now 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**] [Turn off your camera & mic immediately after introducing each contestant]

CM: Welcome Contestant #X

Please provide a microphone check

Thank you we can hear you

Are you happy with webcam framing?

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.)

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

(During the minute of silence, the Zoom technical coordinator should display slides listing the event functionaries, upcoming events, etc. Wait for one minute of silence to be complete before announcing the next contestant.)

CM: Welcome Contestant # ____

Please provide a microphone check – thank you we can hear you

Are you happy with webcam framing?

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 breakout room.

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

Zoom Technical Coordinator, please let me know when the Chief Judge leaves the room.

(Once the Zoom Technical Coordinator tells you that the Chief Judge and ballot counters have left the room, you can continue.)

CM: Thank you. Let us give the contestants a big round of applause via the reaction button at the bottom of your screen. While we are waiting for the votes to be counted, let's get to know all our contestants.

Zoom Technical Coordinator, please allow the contestants to unmute themselves & turn on their cameras. *(Here you can interview all 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.)*

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(The Zoom Technical Coordinator will let you know when the Chief Judge is back in the room & the winner's slide is ready to be displayed.)

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

CM: The Chief Judge is back in the Room

Presenting Awards

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

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

Announcing Winners

Table Topics Winners

(CM and the Zoom Technical Coordinators should have received the Results Form from the Chief Judge listing the top 3 contestants & the number of disqualified contestants.)

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

(Wait briefly for the Zoom Technical Coordinator to screenshare the slide.)

1. *(Using the Results Form from the Chief Judge,)* For Table Topics, 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 Table Topics

Speech Contest is:

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Congratulations to all our winners!

Winners, we will send you to a breakout 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

(CM and the Zoom Technical Coordinators should have received the Results Form from the Chief Judge listing the top 3 contestants & the number of disqualified contestants.)

(Wait briefly for the Zoom Technical Coordinator to screen share the slide)

1. (Using the Results Form received from the Chief Judge), 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 Evaluation Contest is:

Congratulations to all our winners!

Winners, we will send you to a breakout 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

(CM and the Zoom Technical Coordinators should have received the Results Form from the Chief Judge listing the top 3 contestants & the number of disqualified contestants.)

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

(Wait briefly for the Zoom Technical Coordinator to screen share the slide)

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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, we will send you to a breakout room for photos. Please stand by.

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

It has been 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.

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