**Spring Speech Contests**

Table Topics & International Speech Contests

*Functionary Responsibilities & Sequence*

**Responsibilities** (prior to start of contests)

**ContestMaster** (a.k.a Contest Chair or Toastmaster)

* Briefs contestants and Sergeant(s) at Arms
* Reviews contest(s) rules with contestants from both contests
* Includes the right of contestants to issue verbal challenges to

the Chief Judge

* Confirms pronunciation of contestant’s names
* Reviews timing protocol
* Determines need for props, AV equipment, positioning of lectern, use of microphones, etc.
* Defines the speaking area for contestants
* Allows contestants to become familiar with speaking area
* Draws for speaking order – both contests – separate drawings
* Collects Biographical Information form and Certificate of Eligibility & Originality form from each contestant
* Present certification of appreciation to Sergeant(s) at Arms

**Chief Judge**

* Briefs Judges
	+ Collect judge's eligibility forms
* Distributes ballots for applicable contests
* Does not divulge identity of Tiebreaking Judge
* Reviews judging rules & guidelines using the backside of the ballot form. This includes the right of the judges to issue verbal challenges to the Chief Judge
* Instructs judges on proper way to complete the ballots
* Reminds judges of confidentiality – voting not discussed after contest(s)
* Present certificate of appreciation
* Brief Timers
* Reviews timing guidelines for each contest
* Determines timing cues for interviews
* Provides Timers with Time Record Sheet & color coded device or signage
* Present certificate of appreciation
* Brief Ballot Counters
* Provides Ballot Counter’s Tally Sheet

Page 1 of 7

**Chief Judge** (cont)

* Reminds them of the cue to prepare collecting ballots after last contestant
* Reminds them of confidentiality – no discussion of results
* Present certificate of appreciation

**Contest(s) Sequence**

Who What

Sergeant at Arms Calls meeting to order & conducts Pledge of

 Allegiance. Introduces Area/Division Director.

ContestMaster Welcomes everyone. Advises audience to turn

off cell phones, etc. Asks if everyone has an

agenda.

Introduces any TI dignitaries (Area, Division, District level) providing they are not judging.

Announces that speech contest rules have been

reviewed with the Chief Judge and contestants.

Announces that the taking of photography or

video is prohibited.

Announces that two speech contests are being

 conducted – Table Topics & International Speech.

**SAYS:** *“We begin with the Table Topics Contest.”*

Introduces the Chief Judge.

Chief Judge **STANDS AND** **SAYS:** *“Mr./Madam Contest Master, contestants have been deemed eligible to compete in accordance with Toastmaster’s International Table Topics Speech Contest rules.”*

 *Timers and Ballot Counters have been briefed. Judges have been briefed and have dispersed themselves around the room.*

*Mr./Madam ContestMaster, let the contest*

*begin.*

Page 2 of 7

ContestMaster Reviews the speaking area for the audience.

 Announces the speaking order of the

Contestants – do this slowly as the judges will be filling in their ballots.

Asks that the Sergeant at Arms escort the

Table Topics Speech contestants out of the

room excluding the first contestant.

Introduces first contestant using this sequence:

**Name of contestant – Topic – Topic – Name**

**of contestant**

(Contestant comes to front of the room)

Reads the Table Topics Speech Contest question

or statement. You may give the contestant a copy of the question if it is rather lengthy.

Contestant #1 Delivers Table Topic response.

 Remains in the room for the balance of the

Contest.

ContestMaster Indicates (non-verbally) to Sergeant at Arms

that the next contestant may enter the room.

Asks Timer to put 1 min. on the clock & for judges to complete their ballots. Asks for silence from the audience during this period.

 Introduces next Table Topics Speech contestant

using same sequence as the first.

Reads the Table Topics Speech Contest question

or statement.

NOTE: Process is repeated until all contestants

have delivered their responses – When the last

contestant has finished speaking . . .

Asks for silence while the judges finalize their

ballots and the ballot counters have collected all

the ballots.

Page 3 of 7

**Contest(s) Sequence** (cont.)

Chief Judge Collects and verifies Time Records Sheets from

the Timers as well as Tiebreaking judges ballot.

Ballot Counters Collect bottom portion of ballots from judges.

Chief Judge Announces to ContestMaster that all the ballots

have been collected.

Chief Judge /Ballot Counters Adjourn to an area outside the room to

tabulate contest results.

ContestMaster Announces there will be a 5 min. (or 10 min.)

break before the International Speech Contest.

**\*\*\*\*\*\*\* BREAK \*\*\*\*\*\*\***

ContestMaster Reconvenes meeting announcing that we will

now conduct the International Speech Contest.

Announces that the contest rules have been

reviewed with the contestants and the Chief

Judge. Reminds audience than no photos or

video is allowed and to silence their cell phones

if they were used during the intermission..

ContestMaster Introduces Chief Judge.

Chief Judge **STANDS AND** **SAYS:** *Mr./Madam Contest Master, contestants have been deemed eligible to compete in accordance with Toastmaster’s International Speech Contest rules.”*

 *Timers and Ballot Counters have been briefed. The judges have dispersed themselves around the room.*

*Mr./Madam ContestMaster, let the contest*

 *begin.”*

Page 4 of 7

**Contest(s) Sequence** (cont.)

ContestMaster Announces the speaking order of the

contestants – (slowly, for the judges to fill-in

their ballots).

Introduces 1st Contestant

Name – Speech Title – Speech Title – Name

Contestant #1 Delivers speech (5-7 min.)

Contest Master Asks Timer to put 1 min. on the clock &

for judges to complete their ballots. Asks for

silence from the audience.

 Introduces 2nd contestant

 Name – Speech Title – Speech Title – Name

 NOTE: Process is repeated until all contestants

have delivered their speeches – When the last

contestant has finished speaking . . .

Asks for silence while the judges finalize their

ballots and the ballot counters have collected all

the ballots.

Chief Judge Collects Time Records Sheet from the timers as

well as the Tiebreaking Judge’s ballot.

Ballot Counters Collect bottom portion of the ballots from judges.

Chief Judge Announces to ContestMaster that all the ballots have been collected.

Chief Judge/Ballot Counters Adjourn to an area outside of meeting room to tabulate contest results.

Page 5 of 7

**Contest(s) Sequence** (cont.)

ContestMaster Interviews both Table Topics contestants and International Speech Contest contestants while ballots are tallied.

 Starts with Table Topics Speech contestants

 Interview the same as the speaking order.

 Proceed to International Speech contestants

 Interview the same as the speaking order.

 For **all** interviews:

* + - * Ask Club Name and Number
			* How long a Toastmaster
			* What level have you achieved and/or are you working towards (traditional or Pathways or both)
			* Ask a question from their bio sheet … allow 1 – 1:30 minutes per contestant
			* Provide each with a Certificate of Participation

Chief Judge Provides ContestMaster with results of

Table Topics & International Speech Contests.

ContestMaster Announcement of Winners.

 Advises everyone that 2nd place finishers will

compete at the next level should the 1st place winner be unable to attend.

Start with the Table Topics Contest

Announce 3rd place winner (only if there are at least five contestants)

Announce 2nd place winner (only if there are at least four contestants)

Announce 1st place winner

International Speech Contest

Announce 3rd place winner (only if there are at least five contestants)

Announce 2nd place winner (only if there are at least four contestants)

Announce 1st place winner

Page 6 of 7

**Contest(s) Sequence** (cont.)

Offer congratulations and introduces Area/Division Director.

Area/Division Director Acknowledges and thanks all of the contest functionaries for their roles in the making of a successful contest. (certificates given during briefing by Contestmaster and Chief Judge).

Acknowledges and thanks any dignitaries present.

Calls upon District 54 2020 Annual Conference emissary to present Conference update.

 Adjourns contest(s).

Page 7 of 7