**INTERNATIONAL SPEECH AND**

**TABLE TOPICS CONTEST**

* Area Governor / Division Governor (or other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ calls meeting to order.
* A.G. / D.G (or other). calls for \_\_\_\_\_\_\_\_\_\_\_ to give inspiration & lead pledge of Allegiance.
* A.G. / D.G (or other). introduces Toastmaster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOASTMASTER

1. Give opening remarks.
2. **Ask audience to turn off any device that makes noise**.
3. Recognize dignitaries: District/Division/Area Officers

(READ INFORMATION EXACTLY AS ON DISTRICT DIGNITARY LIST FROM LEFT TO RIGHT FOR THOSE DIGNITARIES PRESENT).

(Announce:)

“We will have two contests: The International Speech Contest and the Table Topics Contest. The first contest will be the Table Topics Contest. When that contest has concluded, we will have a 10 minute break. After the break, we will conduct the International Speech Contest.”

(Announce:)

“Contestants, timers, ballot counters, and sergeant at arms have all been briefed prior to the beginning of this contest. Everyone is aware of the Toastmaster International rules that govern this contest. No one should enter or leave the room during the contestants’ presentations; you may do so if time permits during the minute of silence between presentations. We would prefer that you not take pictures, particularly with flash cameras, while the contestants are speaking. For this contest, the speaking area has been determined to be:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contestants, please stand. Thank you. Judges may need to move so they are not sitting near a contestant.

“With that said – LET THE CONTEST BEGIN!”

“I will give the speaking order for the Table Topics Contest at this time.

Contestant No.1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“At this time, will the Sergeant at Arms please escort all contestants -- with the exception of our first contestant -- from the room to the sequestered site? During the minute of silence between contestants, the Sergeant at Arms will escort the next contestant from the sequestered site to this room.”

Allow Sergeant at Arms to escort contestants (with exception of first contestant) from room.

(Announce:)

“There will be one (1) minute of silence before the first contestant and between each contestant. Time Keepers, when I advise you to do so, please signal me with the green light when one (1) minute is up. After all contestants have spoken, the judges will be given all the time they need to complete their ballots.”

**“We will now begin the Table Topics Contest. Time Keepers, please time one minute of silence for the first contestant now."**

Wait for one minute of silence before announcing first contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Table Topics Question X2)**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_”

(First contestant answer Table Topics question)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Table Topics Question X2)**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_”

(Second contestant answer Table Topics question)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Table Topics Question X2)**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_”

(Third contestant answer Table Topics question)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Table Topics Question X2)**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_”

(Fourth contestant answer Table Topics question)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Table Topics Question X2)**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_”

(Fifth contestant answer Table Topics question)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant and for Sergeant at Arms to bring in next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Table Topics Question X2)**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_”

(Sixth contestant answer Table Topics question)

AFTER LAST CONTESTANT IN THIS CONTEST ANNOUNCE THE FOLLOWING:

(Announce:)

**“Everyone please remain silent while the judges complete their ballots and have them collected by the Ballot Counters.”**

Ballot counters collect ballots and Chief Judge collects the timer’s report. Chief Judge leaves room with ballot counters to tabulate results.

(Lead applause when Chief Judge. and Ballot Counters make their exit).

(Announce:)

 **“While we are waiting for the votes to be counted, we will hear from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,who will give us all the exciting details of the upcoming District 25 Conference.” (Lead applause)**

(Announce:)

Thank you, \_\_\_\_\_\_\_\_\_. We will now have a 10-minute break. Please enjoy the refreshments; we will resume our contest in ten minutes.”

**INTERNATIONAL SPEECH CONTEST**

(Announce:)

“Please be seated. We will now conduct the International Speech Contest. If you used your cellphone during the break, please ensure that it is now off or in silent mode. Once the contest has begun, the Sergeant at Arms will secure the doors. Members of the audience are asked to refrain from leaving or entering the room during the contest. Again, we would prefer that you not take pictures, particularly with flash cameras, while the contestants are speaking. For this contest, the speaking area has been determined to be:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a reminder, after all the contestants have spoken, please do not leave the room until it is determined that all ballots have been collected.”

“Here is the speaking order for the International Speech Contest:

Contestant No.1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contestant No.6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“There will be one (1) minute of silence before the first contestant and between each contestant. Time Keepers, when I advise you to do so, please signal me with the green light when one (1) minute is up. After all contestants have spoken, the judges will be given all the time they need to complete their ballots.”

“We will now begin the contest. Time Keepers, please time one minute of silence for the first contestant now.”

Wait for one minute of silence before announcing first contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Speech Title X 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_”

(First contestant will speak)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Speech Title X 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”**

(Second contestant will speak)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Speech Title X 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”**

(Third contestant will speak)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Speech Title X 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”**

(Fourth contestant will speak)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Speech Title X 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”**

(Fifth contestant will speak)

**“May we have one minute of silence (signal timer) while the judges mark their ballots.”**

Wait for one minute of silence before announcing next contestant.

**“(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Speech Title X 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”**

(Sixth contestant will speak)

AFTER LAST CONTESTANT, ANNOUNCE THE FOLLOWING:

(Announce:)

 “Everyone please remain silent for the judges to complete their ballots and the ballots have been collected by the Vote Counters.”

Ballot counters collect ballots and Chief Judge collects the timer’s report. Chief Judge leaves room with ballot counters to tabulate results.

(Lead applause when Chief Judge and ballot counters make their exit).

(Announce:)

“Let’s get to know our contestants.

**We will interview the International Speech Contestants first.**

**Please join me for a brief interview.”**

LEAD APPLAUSE.

REPEAT THE FOLLOWING FOR EACH CONTESTANT. ASK EACH QUESTION & WAIT FOR REPLY BEFORE ASKING NEXT QUESTION.

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contestant’s name)

How long have you been in TM? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(answer)\_\_\_\_\_

What club are you representing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (answer)\_\_\_\_\_

What is your Toastmasters education level? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (answer)\_\_\_\_

(Interview question, using biographical form for material – VERY BRIEF)

Ask question:

THANK THE CONTESTANT, PRESENT CERTIFICATE & SHAKE HANDS, LEAD APPLAUSE

REPEAT PROCESS FOR EACH CONTESTANT

AFTER ALL CONTESTANTS ARE INTERVIEWED, CONTESTANTS RETURN TO THEIR SEATS

(Announce:)

**“Now we will interview the Table Topics Contestants at this time.**

**Please join me for a brief interview.”**

LEAD APPLAUSE.

REPEAT THE FOLLOWING FOR EACH CONTESTANT. ASK EACH QUESTION & WAIT FOR REPLY BEFORE ASKING NEXT QUESTION.

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contestant’s name)

How long have you been in TM? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(answer)\_\_\_\_\_

What club are you representing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (answer)\_\_\_\_\_

What is your Toastmasters education level? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (answer)\_\_\_\_

(Interview question, using biographical form for material – VERY BRIEF)

Ask question:

THANK THE CONTESTANT, PRESENT CERTIFICATE & SHAKE HANDS, LEAD APPLAUSE

REPEAT PROCESS FOR EACH CONTESTANT

AFTER ALL CONTESTANTS ARE INTERVIEWED, CONTESTANTS RETURN TO THEIR SEATS

(Announce:)

“At this time, I would like to call our \_\_\_\_\_\_ (Area or Division based on which contest) Governor to the lectern. (S)he is eager to present the Outstanding Officer Awards. Please help me welcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."(Lead applause).

THE AREA GOVERNOR MAY ASK THE DIVISION GOVERNOR TO HELP WITH PRESENTATION OF AWARDS FOR OUTSTANDING:

SERGEANT AT ARMS

TREASURER

SECRETARY

VICE PRESIDENT PUBLIC RELATIONS

VICE PRESIDENT MEMBERSHIP

VICE PRESIDENT EDUCATION

PRESIDENT

AFTER ANNOUNCING AWARDS, AREA OR DIV. GOVERNOR RETURNS CONTROL TO TOASTMASTER.

(Announce:)

“At this time, I would like to call \_\_\_\_\_\_\_, District 25 \_\_\_\_\_\_\_\_\_\_\_ to the lectern. (S)he will make a few final announcements.”

(Announce:)

NAME OF DISTRICT REP. SHOULD BE ON AGENDA.

DISTRICT REP DELIVERS ANNOUNCEMENTS AND RETURNS CONTROL TO TOASTMASTER.

“And now the moment we have all been waiting for … the announcement of the winners. . .”

The Area Governor, Division Governor and District Representative should come to the stage to present awards to winners. (If necessary, prompt them to do so.) Give them time to move onto the stage.

READ THE WINNER INFORMATION EXACTLY AS PRINTED ON FORM. No more announcements or comments will follow announcement of winners; state that the contest is adjourned immediately following announcement of winners.

(Announce:)

“This contest is adjourned!”