

# AREA TABLE TOPICS CONTEST AGENDA AND SCRIPT

Place date, time and location here

## PRE-CONTEST SET UP:

Lectern, Flags, Trophies, Fund Raising items, Registration Table, Food Table, Miscellaneous Flyers, etc.

## REGISTRATION:

- Set up registration table for greatest efficiency. Then conduct registration process.
- Dignitaries Protocol register must be completed and given to the Protocol Chair.
- Give Contest Chair completed registration list.
- All contestants and photographers, videographers, recorders (including cell phones) must sign **COTT FORM F** authorizing photos, videos, or recordings and receive a "PRESS BADGE".
- Place **COTT FORM "P"** on registration table, confirm dignitaries as they register.

## PRE-CONTEST BRIEFINGS:

**CHIEF JUDGE** ..... (NAME)

Meets with judging officials except for Tiebreaking Judge.

**CONTEST CHAIR OR TOASTMASTER**..... (NAME)

Refer to **COTT FORM E** "Contestant Briefing" and meet with contestants.

- Confirm Eligibility and Bio forms are completed and give signed Certificates of Eligibility to Chief Judge for verification.
- Draw for speaking order, this order cannot be changed.
- Define speaking area.
- Contestant advises Contest Chair/Toastmaster if they will be going into the audience or using props (a person can be a prop). Contestant has 1 minute for setup before being introduced.
- Timer reviews timing rules.
- Note title of speech & verify name pronunciation.
- Confirm information on **COTT FORM E** (Photo Release received from Registration).
- All contestants and Photographers must sign Photo/Video Release (**COTT FORM F**) to give permission for photos/videos during the speeches.
- Audio crew will perform a microphone and/or lapel check with contestants.

**PROTOCOL CHAIR:** ..... (NAME)

Complete the list of dignitaries for introductions later.

**FUND RAISING CHAIR(s):** ..... (NAME[s])

Gather gifts for table and sell tickets.

## (TIME) FIVE MINUTE WARNING FROM SAA

*"Ladies and Gentlemen, 5 minutes until the contest begins."*

**SERGEANT AT ARMS (SAA):** ..... (NAME)

*“Fellow Toastmasters and Guests it is time to assemble. Please be seated. A couple items to note before we start today’s event. The restrooms are located [redacted]. Please take a moment to silence your cell phone. Join me in welcoming our Contest Chair of today’s event [redacted].”*

**CONTEST CHAIR:** ..... (NAME)

*“Good Morning (or afternoon or evening), Toastmasters, Guests, Contestants, Dignitaries and especially Contestants. Thank you for coming to the contest today. Is there anyone that has not been to a speech contest? We hope you will enjoy your first contest. (if none, do not respond)*

*Please welcome [redacted] to present our Invocation.  
Or, please welcome [redacted] to lead us in the Pledge of Allegiance  
Or, please welcome [redacted] to present an Inspiration.  
(Correct order is...God before Country, Country before Inspiration. It is not necessary to have all three)*

*Contest Chair remains on the podium during the Invocation/Pledge or Pledge/Inspiration.  
Warm up the audience in your own words for 1-2 minutes*

*Introduce Protocol Chair, “Ladies and Gentlemen, it is my pleasure to introduce our Protocol Chair: [redacted].”*

**PROTOCOL CHAIR:** ..... (NAME)

*Protocol Chair introduces dignitaries according to the dignitary COTT FORM “P” (do not introduce contestants who are dignitaries). Return conduct to Contest Chair.*

*“Ladies and Gentlemen, it is my pleasure to return conduct of this contest to the Contest Chair [redacted].”*

**CONTEST CHAIR:** ..... (NAME)

*“Doors are to remain closed during the contests and no photos/videos can be taken unless previously authorized by the contestants.”*

*“Ladies and Gentlemen, it is now my pleasure to introduce the Toastmaster of the Day/Evening OR Contest Toastmaster:” [redacted].*

- A Toastmaster of the Day/Evening is optional. A Toastmaster of the Contest is optional. If using Toastmasters, insert or delete where needed in the script with an appropriate introduction.

**TOASTMASTER OF THE DAY (OR EVENING):** ..... (NAME)

*Warm up the audience in your own words. 1-2 minutes.  
\*If applicable, introduce the individual Contest Toastmaster:*

*“Ladies and Gentlemen, it is now my pleasure to introduce the Contest Toastmaster:” [redacted].*

(TIME) TABLE TOPICS SPEECH CONTESTS

CONTEST CHAIR OR TOASTMASTER: \*(see note above) ..... (NAME):

“Areas [ ] and [ ] Table Topics Speech Contests are Called to Order.  
If desired, warm up audience in your own words 1-2 minutes.

All contestants please come to the speaking area. (Place in speaking order by area.)

Speaker #1 is \_\_\_\_\_

Speaker #2 is \_\_\_\_\_

Speaker #3 is \_\_\_\_\_

Speaker #4 is \_\_\_\_\_

Speaker #5 is \_\_\_\_\_ (Continue through all speakers)

Chief Judge, would you like me to repeat the contestant names?

The rules regarding eligibility, timing and speaking area have been reviewed with the contestants and judges – All Table Topics Contest Speeches are 1:00 - 2:00 minutes.

Chief Timer, please show the lights.

Contestants, can you see the timing lights?

Chief Judge are the judges ready?”

There will be ONE minute of silence between speakers. After all speakers have completed their speeches, there will be silence until the Chief Judge indicates to the Contest Chair or Toastmaster that all the ballots have been collected, there is no time limit.

Contestants, except for Speaker #1 will be escorted out by the SAA.

CONTESTANT INTRODUCTIONS:

CONTEST CHAIR OR TOASTMASTER: Introduce the first and subsequent contestants in the following way and repeat as needed for the number of contestants for each area contest:

**NAME, TT Question, TT Question, NAME**

When the contestants are finished ask for SILENCE in the room.

Continue through all contestants in the same manner.

After the Chief Judge indicates that the ballots have been collected for this contest. Continue to the next contest in the same fashion as shown above. After all contests are completed the Chief Judge and Counters leave the room.

WHILE JUDGES AND COUNTERS ARE OUT OF THE ROOM:

**CONTEST CHAIR OR TOASTMASTER:**

*“All contestants please come to the stage (give contestants Certificates of Participation). What club are you representing today? (Ask other information desired.)”*

If a contestant is in another contest later, announce only their name and that they are competing in another contest (this will depend on how the contest chair plans the order of contests).

*“Please remain on stage for a photo”*

Dismiss the contestants.

Steps above can be done after the first area contest or after both area contests are completed; please note this in the program.

Return conduct to Contest Chair or Toastmaster of the Day/Evening and say:

*“Ladies and Gentlemen, it is my pleasure to return conduct of this contest to the Toastmaster of the Day/Evening or Contest Chair ( )”*

Toastmaster of the Day/Evening, or Contest Chair ( ) gives handshake and presentation of Certificate of Appreciation. Photo opportunity follows.

(TIME) AWARDS AND CLOSING:

**CONTEST CHAIR AND SELECTED DIGNITARIES:..... (NAME)**

Continue with Fund Raising activities while waiting for the Chief Judge to return with results.

*“Are there any announcements from District Officers? (Timer – 1 minute each).*

*“Are there any announcements from Clubs? (This is at the discretion of the contest chair.)*

*“Thank you for coming to our contest today”*

*“Thank you to all of our volunteers today!*

If time allows give out Certificates of Participation from the stage/speaking area. Chief Judge, Chief Timer and Counters may receive certificates; however, the rest of the Judging team is not publicly acknowledged.

Chief Judge presents list of winners to Contest Chair/Toastmaster on TI FORM ITEM 1168.

Remind runner(s) up and winners to remain up front for photos.

*“Please welcome ( ) who will be joining us for the awards presentation.*

**Read the results as shown on the form. Please announce whether there was a timing disqualification or not. Present trophies and certificates.**

***Adjourn the Contests immediately.***