Contest Master Script for 2019 Contests
International and Table Topics Contests – UPDATED 10/31/19

Explanation of Contest Master Duties on pages 1-3. Contest Master Script on pages 4-5.
(This helpful guide does not replace the Rulebook. Be sure to read and keep a Rulebook on hand.)

Briefing of Contestants (prior to start of contest) – it’s a good idea to include the Sergeant-at-Arms in this briefing:

- Winner will progress to next level
  o Dates:
    ▪ Area Contest Date:
    ▪ Division Contest Date:
    ▪ District Conference Date: Saturday, May 16, 2019
  o International Speech contest District-level winner will advance to the region quarter finals contest to be judged by video submission.
  o If winner not able to attend, 2nd place represents (extend down list if 2nd place not able to attend).

- Eligibility
  o Have each contestant complete the Speaker’s Statement of Eligibility and Originality
  o Remind them that to be eligible to compete:
    ▪ Table Topics
      ■ Member in good standing in a club in good standing.
    ▪ International Speech
      ■ Member in good standing in a club in good standing.
      ■ Completed 6 speeches from the Competent Communication manual OR earned a Certificate of Completion for Levels 1 AND 2 in the Pathways program, any path.

- AHEAD OF TIME verify that all the participants and clubs are paid up with TI
- Use the Eligibility Assistant in Leadership Central OR
  o Contact the Speech Contests team at World Headquarters at speechcontests@toastmasters.org

- Timing
  o Table Topics
    ■ Speeches are one to two minutes
    ■ Qualification between 1:00 minute and 2:30
    ■ Lights / Card:
      ■ Green – 1:00
      ■ Yellow/Amber – 1:30
      ■ Red – 2:00 remain until complete
  o International Speech
    ■ Speeches are five to seven minutes
    ■ Qualification between 4:30 and 7:30 minutes
    ■ Lights / Card:
      ■ Green – 5:00
      ■ Yellow/Amber – 6:00
      ■ Red – 7:00 remain until complete
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Tell contestants what the backup plan will be if there’s a light failure, e.g., the use of timing cards.

• Room Set Up
  o Place timing lights where all contestants can see them.
  o Verify that contestants can see the lights and cards; if a contestant is visually impaired, ask what the preferred sounding mechanism is.
  o Show the aisle / walkway to the stage, as well as the speaking area.
  o Inform options to stand – is there a platform, lectern, area to stand on the floor?
    ▪ If there are steps, ensure the Sergeant-at-Arms is available to assist walking on and off to prevent accidents; does anyone need special assistance?
  o Does anyone have props or a lectern preference? Who will assist? It is not the responsibility of the contest chair or any other contest official to help (but they can help if they wish).
  o If a microphone will be used, ensure that each contestant knows how to use it.
  o Show the room and test acoustics.
  o Tell contestants to remove name tags or other identifying items showing club, education level, first timers, etc. Note to contest chair/contest master – no identifying information should be announced or published about the contestants.

• Order of contests
  o Decision of order of contests is determined by the contest chair. (Find out before you start briefing.)
  o Notify contestants of the contest order (for example, Table Topics first and then International Speech).

• Protests:
  o Protests can only be made by contestants and judges to the chief judge or contest chair/master prior to the announcement of winners.

• Silence for judges:
  o One minute of silence after each speaker; as much time as is required after last speaker.
  o This is the time to:
    ▪ Enter the room if elsewhere
    ▪ Get ready to walk to lectern when announced
    ▪ Set up props
    ▪ Put on microphone

• Disqualification:
  o If there is a disqualification, disqualification will be announced when winners are announced but no names. No times or order of winners are to be communicated outside the formal announcement.

• Winner announcement (this changed in the 2018–2019 rulebook):
  o Depends on the number of participants
    ▪ If there are 3 or more contestants, third-, second- and first-place winners are announced.
    ▪ If there are fewer than 3 contestants, a second-place winner (if applicable) and a first-place winner are announced.
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- Draw for speaking order (Contest master should have paper with numbers, dice, playing cards or some way for the contestants to draw order at this time.)
- Get titles for speeches if you do not have already.
- Explain contest process.

Explain International Speech process:
  - All contestants remain in room
  - Toastmaster introduces: Name, Speech Title, Speech Title, Name
  - Contestants return to their seats when finished speaking

Explain Table Topics Speech Process:
  - Sergeant at Arms escorts all contestants from the room except first speaker
  - Toastmaster asks the question TWICE in exactly the same way for each contestant. (May want to write out so person can read if cannot understand.)
    - Name, Question, Question, Name

- No further introduction or explanation of speech purpose is allowed in a contest.
- Ask if there are any questions.
- Return to main contest room.
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Contest Script

- Invocation / Pledge
- Welcome everyone to contest and make general comments.
- Introduce special guests and dignitaries. Make sure to have names and titles correct.
  Use a sign-in sheet for dignitaries.
  - Announce dignitaries from highest-ranking down
  - Ask if you missed anyone
- Housekeeping Items:
  - No leaving the room or moving around the room while someone is speaking.
  - Sergeant at Arms will remain at the door and only let people in and out during silent periods between speakers.
  - There is to be no interaction with contestants waiting to come in the room to speak.
  - Turn off cell phones.
  - No photography.
  - No videotaping without the permission of the contestant and the contest chair.
- Introduce chief judge to go over the contest rules. (see Chief judge’s script)
- Inform audience of speaking order for both contests.
- Ask the Sergeant at Arms to escort the Table Topics contestants from the room except the First Speaker, who will remain to be called upon.
  - Call the first table topics speaker: NAME, TOPIC, TOPIC, NAME
- When finished, ask the audience for one minute of silence.
  - Timer times and indicates when time is up. Work out a signal in advance.
  - Previous speaker sits in audience.
  - Next speaker is let into the room and is ready to approach the Toastmaster when called.
  - Continue this step until all contestants are done speaking.
  - After the last speaker, ask for silence until the ballots have been collected.
    - NO TIME LIMIT.
  - Ask the Ballot counter(s) to collect the ballots and meet the Chief judge at a previously determined private location.
    - If time is a concern, just have them collect ballots and tally later after the other contest.
- Break and/or Contestant Interviews – Time Permitting.
  - Contestant interviews should be short.
    - Contestants announce their club.
    - Toastmaster asks 1 or 2 short questions from the Biographical Form provided.
    - Present certificate of participation.
    - Note: If a contestant is in both contests, conduct all initiatives after the second contest
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❖ Begin International Speech contest. Call upon first contestant:
  o Name, Speech Title, Speech Title, Name.
  o When finished, ask for one minute of silence.
  o Speaker who has just concluded returns to his/her seat in the audience.
  o Timer times and indicates when time is up. Work out a signal in advance.
  o Continue this step until all contestants are done speaking.
  o After the last speaker, ask for silence until all ballots have been collected.
    ❖ NO TIME LIMIT.
  o Ask the ballot counter(s) to collect the ballots and meet the chief judge at a
    previously determined private location.

❖ Break and/or Contestant Interviews – time permitting.
  o Contestant interviews should be short.
    ❖ Contestants announce their club.
    ❖ Contest master asks 1 or 2 short questions from the Biographical Form
      provided.
    ❖ If a contestant was in both contests, interview only once.
    ❖ Present certificate of participation.
    ❖ If time is an issue, interviews can be eliminated or combined and conducted
      together for both contests.
    ❖ If a contestant is in both contests, conduct all interviews after the second
      contest.

❖ Ask for any other announcements
❖ Present awards
  o Prior to announcing results, the contest chair must announce if time disqualifications
    occurred, but not name the contestant(s) involved
  o Ask the dignitary whose contest it is to help present the awards (e.g., area director at
    his/her area contest, division director at his/her division contest). Trio members can
    be invited up to present as well.
  o At the district contests, Trio members and International Director (if present) present
    awards.

❖ In contests with 3 or more contestants, announce third-, second-, and first-place winners.
❖ In contests with fewer than 3 contestants, announce a second-place winner (if applicable)
  and a first-place winner.

Miscellaneous Notes:

❖ Make sure there are enough copies of all the forms.
❖ Bring the trophies.
❖ Try to get contest helpers, especially judges, from all the clubs in the area.
❖ Toastmaster should have the Biographical Information sheets and Certificates of
  Participation for each contestant prior to interviews.
❖ Always have a rulebook handy.