

Table Topics Contest an Illustrative Script 2016

*This is an example for conducting table topics contest. At first, please read carefully Speech Contest Rulebook July 1, 2016 to June 30, 2017. In particular, please refer the description related for Table Topics Contest Rules (page 16-17) and Speech Contest Checklists (page 18-).

TIME	PIC	SCRIPT	NOTES	SAA
-00:05	Contest Chair	The English Speech Contest will start in five minutes. Please be seated.		Prepare a microphone on the lectern.
00:00	Contest Chair	Fellow Toastmasters, honorable guests and distinguished contestants, I hereby call the 20●● (please replace ●● Toastmasters Club /Area ● /Division ● whatever necessary) Table Topics Contest to order.		
		I am ●●. I am the Contest Chair and have the honor of serving as Master of Ceremony of this contest.		
* Guests Introduction				
		Now I would like to introduce contest officials for the contest.		
		Chef Judge ○○		
		Timers ○○ and ○○		
		Ballot Counters ○○ , ○○ and ○○		
		Contest SAA ○○ and ○○		
* Following brief introduction is important. (please refer contest chair's checklists)				
00:05	Contest Chair	Now, I'd like to explain the contest procedures and rules. The contestants have been briefed on contest rules and procedures.	The rules have been reviewed with chief judge and contestants.	
		The contestants have been also informed of the location of the timing signals	The contestants have been informed of the location of the timing lights.	
		Contestant speech shall be from 1 to 2 minutes. Contestants who speak less than 1 minutes or more than 2 minutes and 30 seconds will be disqualified.		
		Between each speech, there will be one moment of silence.		
		Following the last speech, please be quiet until all judges finish their judging and the ballot counters have collected all ballots. (Contest Chair puts emphasis on "be quiet").		
		We also ask you not to take any photos while the speeches are in progress.	The taking of photographs during speeches is not permitted.	
		If you have not been given written permissions by all contestants or presenters regarding video or audio recording of the speech contest, you must not do so. We would also like to remind you that recording should not be shown to the third party without permission by all contestants and presenters.		

				the room and prepare for speech
00:19		The 2nd speaker is Toastmaster ●● (" Topic ") (" Topic ") Toastmaster ●●	Wait until the second speaker has the microphone ready	
	contestants	speech		
00:21	Contest chair	Thank you for your speech. We will have one minute of silence for judging.		The next speaker guides to the room and prepare for speech
00:22		The 3rd speaker is Toastmaster ●● (" Topic ") (" Topic ") Toastmaster ●●	Wait until the third speaker has the microphone ready	
	contestant	speech		
Repeat to all contestants, The following is case for 5 contestants.				
00:25	Contest chair	Thank you for your speech. We will have one minute of silence for judging.		The next speaker guides to the room and prepare for speech
00:26		The 4th speaker is Toastmaster ●● (" Topic ") (" Topic ") Toastmaster ●●	Wait until the 4 th speaker has the microphone ready	
	contestant	speech		
00:29	Contest chair	Thank you for your speech. We will have one minute of silence for judging.		The next speaker guides to the room and prepare for speech
00:30		The last speaker is Toastmaster ●● (" Topic ") (" Topic ") Toastmaster ●●	Wait until the last speaker has the microphone ready	
	contestants	speech		
00:33	Contest Chair	Thank you for your speech. We will now have silence until the ballot counters have collected all ballots.		
00:35		Ballot counters, Please collect ballot sheets. (The counters finish gathering ballots from judges.) The Chief judge, Timers, and Ballot counters will leave the room to tabulate the results.		
00:37	Contest Chair	We are going to have an interview session, and before the interview, I will give the certificate of	Wait until ballot counters and	

		participation to each contestant. Please welcome all contestants again to the stage.	chief judge leave the room	
		(Contest Chair hands Certificate of Participation to each contestant.)		
		From now on, taking photographs is allowed. But if you want to upload them in sns such as facebook or YOUTUBE or share with the third people, please ask them their permission whether they like it or not.	Hands certificates and also allows opportunities for photos.	
00:42	Contest Chair	Ladies and gentlemen, let me introduce our interviewer, Toastmaster ●● from ●● Toastmasters Club. Please welcome him/her with a big hand.		
	Interviewer	(Interview session starts.) By speech order 1st contestant 2nd contestant 3rd contestant 4th contestant 5th contestant	Contest chair inform the chief judge arrivals to the interviewer.	
When the interviews are completed, collect the contest results from the chief judge.				
01:02	Contest chair	Thank you Toastmaster ●● for the enjoyable interview. Now, Ladies and Gentlemen, the most exciting time has come. Let us move on to the awards presentation. Now, I would like to invite Area●/Division● Director Toastmaster ●● for presenting a certificate and a trophy. Now, I will announce the winners of the English Speech Contest. (First, I announce that all contestants are qualified.) OR (First, I have to announce that (#) contestants out of 5 speakers are unfortunately disqualified because their speeches were longer than limited time.) Now, it's time to announce the contest result and award the first, second and third place of the contest. Our third place winner is Toastmaster . [He/she comes to the podium to receive a certificate and trophy from Director TM ●●.] Our second place winner is Toastmaster . [He/she comes to the podium to receive a	Trophies are presented only at Division and District contests, but not at Area contests. Award Presentation and Photography (for 3rd, 2nd and 1st winners)	

		<p>certificate and trophy from Director TM ●●.]</p> <p>The winner of the 20●● (●● Toastmasters Club /Area ●/Division ●) Table Topics Contest is Toastmaster .</p> <p>[He/she comes to the podium to receive a certificate and trophy from Director TM ●●.]</p>		
		<p>All contestants, congratulations! Toastmaster will represent our club/area/division at the (Area ●/Division ●/District 76) Table Topics Contest.</p>		
In closing, thank all who helped make the contest a success.				
01:12	Contest chair	<p>Now, I' d like to introduce the hosting club President, Toastmaster●● for the closing remarks.</p>		
01:15	Contest chair	<p>Next we have an announcement session. Is there any announcement?</p> <p>(Announcement of Spring or Fall Conference by the conference chair.)</p> <p>(Any other announcements including a party after the contest.)</p>	<p>Please make sure the time for next contest announcements is important.</p>	
01:20	Contest Chair	<p>Finally, as the Master of Ceremony, I would express my cordial appreciation to role takers, contestants, and all of you for supporting us to make this speech contest a success. Thank you very much.</p> <p>Now, the 20●●. (Area●●/Division ●●) Table Topics Contest is adjourned.</p>		

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