

Table Topics and International Speech
Timeline and Contest Script
For Area and Division Contests

The following checklist was originally developed by Marty Dickinson, Metro Division Governor 2001-2002. Since that time several additions and modifications have been made. This checklist list is only a guide not intended to be all inclusive nor it is the official guide to contests. The Contest Chair and other contest officials should read and follow the instructions in the current *Toastmasters International Speech Contest Rule Book* and *Toastmasters International Speech Contest Manual* provided by the District.

Special Note: If the contest is a combined Area Contest the general rules apply; however, the contestants and judges must know there are two areas competing. Though the speakers may appear to be all one group they are actually only competing against other clubs in their area. Therefore judges need to know who is from which area and make sure they are judged only against those contestants from their area.

Being the Contest Chair is an ideal High Performance Leadership Project which is an essential component to achieve Advance Leader Silver.

March 3, 2010

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The successful Area or Division Table Topics and International Speech contest process begins long before actual contest day:

At least 5 weeks prior to contest day, the Area or Division Governor should have recruited a person called the Contest Chair. Occasionally, a member will volunteer; but normally the officer will need to recruit the Contest Chair. This person should have experience conducting Toastmasters contests at the club level.

At least 4 weeks prior to contest day...

The Contest Chair needs to:

- # Receive the scheduled contest date from the Area or Division Governor
- # Obtain a complete contest packet from the District Lt Governor Training & Education
- # Assign a Toastmaster and Chief Judge and instruct them of their roles although the Contest Chair may elect to serve as one of these roles
- # Recruit someone or a couple of people to submit a Table Topic for the contest. Only one will be used but I've found it beneficial to have a few submitted so that the Toastmaster can choose one that is most appropriate for the evening and is unknown to anyone else.
- # Recruit a Backup Toastmaster and Chief Judge just in case something comes up
- # Get someone to be in charge of food and drinks
- # Create and distribute promotion flyers to participating clubs, all Area and Division Governors, the District Public Relations Officer, local libraries, companies near the location and other promotional avenues
- # Notify the D26 Webmaster (webmaster0910@d26leaders.org) to have the location and time for the contest added to the contest calendar on the district website)

At least 3 weeks prior to contest day...

The Toastmaster and Contest Chair needs to:

- # Acquire the names, phone numbers and E-mail addresses for the 1st, 2nd and 3rd place winners from the previous level (Club @ Area Contest; Area @ Division Contest).
- # Contact the 1st place winners to congratulate them of their win at the previous level and make sure they know when and where to be on contest day/night. Also, instruct them to show up 45 minutes before the contest start time to complete bio sheets and be present for briefing and drawing for speaking order. Encourage contestants to take advantage of this opportunity and that it will be worth their while to make the effort to compete. Often because people new to contests do not know what rewarding experience awaits them, they're quick to skip the opportunity. It's up to YOU to sell them on going to the next level. For Areas with 4 or less clubs, both the 1st place contestant and the 2nd place contestant can compete in both contests.
- # Attempt to get bio and eligibility forms from Contest Chair from previous level
- # Recruit Sergeant-at-Arms and provide outline of responsibilities similar to the Appendix of this document.

The Chief Judge or Contest Chair needs to:

- # Recruit 2 timers
- # The Contest Rulebook requires at least 5 judges plus a Tiebreaker Judge for all contest levels. However, it is best to recruit 2 judges from each Club for an Area contest. There should be an equal representation from the Clubs composing the Area with at least 5 total. It is best to recruit 2 judges from each Area for a Division contest. There should be an equal representation from the Areas composing the Division at least 5 total.
- # Recruit 1 tie-breaker judge that you trust will be unbiased
- # Recruit 3 ballot counters

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- # Instructs all volunteers where to be and when to be there (Judges, timers, and counters are usually briefed 30 minutes or so before the contest begins)
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- # Attains original judging forms and contestant sheets for distribution at contest night. For the Area and Division contests, the District 26 LGET will supply all the forms, certificates and trophies required for each contest.
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- Forms include:
- * Judges Ballots for International Speech contest (one per judge)
 - * Judges Ballots for Table Topics contest (one per judge)
 - * Tie-Breaker's Ballots for both contests (one per contest)
 - * Timer's sheets (two per contest)
 - * Certificates of originality and eligibility (one per contestant for each contest)
 - * Bio sheets (one per contestant)
 - * Counter's sheets (three per contest)
 - * Notification of Winners form (one per contest)
 - * Certificate of Participation (one per contestant for each contest)
 - * 1st Place Trophy for Area (for each Contest)
 - * 2nd and 3rd Place Certificate for Area (for each Contest)
 - * 1st Place Trophy & 2nd Place Trophy for Division (for each Contest)
 - * 3rd Place Certificate for Division (for each Contest)
- It's also important to have a current "Contest Rulebook" at the contest.
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- # Arrange for someone to bring timing lights (primary and back-up set) and stop watches. It's a good practice to have a non-electric timing device (battery or cards)
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- # Determine if any of the contestants has a special need. i.e. limited mobility, sight or hearing impaired. Make sure any special needs are accommodated.
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At least one day before the contest...

The Contest Chair needs to:

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- # Verify all points and positions with Toastmaster and Chief Judge
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- # Prepare a one-page agenda listing the, Toastmaster, Contest Chair, Chief Judge and Contestants. Do NOT list contestant speech titles, club or Toastmaster Designation (e.g., CC, CL, AC). Do not list other contest volunteers (Timer, Counters, etc.) on the agenda. The judges should NEVER be listed
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- # Communicate with Area or Division Governor that everything is in place
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The Toastmaster needs to:

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- # Make enough copies of agenda so that unexpected visitors can have one too
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- # Contacts contestants one additional time by E-mail or by phone as a reminder of the contest, when to be there and that you'll be looking forward to their competition
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- # Prepare Certificates of Participation for contestants
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- # Gather a dozen or so pens for contestants to use for completing of forms
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At the contest but before the show starts...

The Chief Judge needs to:

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- # Arrive at least 1 hour before contest start time
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- # Check off volunteers as they arrive
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- # Brief all judges and timers beginning 30-45 minutes before start time
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- # Let the Tie Breaker Judge know that the Chief Judge will collect his/her ballot.
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- # Brief all Table Topics contest participants beginning 20-30 minutes before start time and have them draw for speaking order
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- # Brief all Speech contest participants beginning 15-20 minutes before start time and have them draw for speaking order
 - # Deliver speaking order and speech titles of all contest participants to Toastmaster
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The Toastmaster needs to:

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- # Arrive 1 hour before contest start time
 - # Choose a seat near the front of the room on the side that offers easy access to the front of the room and back to your seat. You're going to be getting up and sitting down quite a bit!
 - # Check off contestants as they arrive
 - # Have contestants complete Eligibility and Bio forms if you have not received them from the previous level contest
 - # Let the speaker's know that they are going to be interviewed and to keep their answers brief (20-30 seconds). The audience does not need to hear another speech.
 - # Point out who the Chief Judge is and when the briefings will begin
 - # Look for District Officers who have shown up for the contest. You'll be introducing them at the beginning, so take the time now, while your Chief Judge is giving briefings, to introduce yourself, discover what the officer's position is within Toastmasters and write down the correct pronunciation of their names. Introduce District Officers from highest level to lowest.
 - # Find your Sergeant-at-Arms and coordinate the kick-off of the contest. It works great to have the SAA sound the gavel to get everyone's attention and then introduce the Area Governor for an Area contest or the Division Governor for the Division contest
 - # Acquire the speaking order and speech titles from the Chief Judge and provide the list to the timers
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The Sergeant-at-Arms needs to:

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- # Arrive 30-45 minutes before contest time
 - # Have room set-up before briefings begin because the SAA will need to attend
 - # Locate a room or secure location far enough away from the contest room so that Table Topics contestants will not be able to hear the other participants
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The Table Topics Contest Begins!!

The Sergeant-at-Arms...

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- # Sounds the gavel
 - # Welcomes everyone
 - # Introduces Area Governor if an Area contest and Division Governor for Division contest
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The Area or Division Governor...

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- # Welcomes the group, gives any introductory remarks and introduces the Toastmaster for the contest
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The Toastmaster...

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- # Welcome the group
 - # Provide an upbeat introduction and overview of what the audience will see during this contest
 - # Introduce the concept of contests such as why public speaking contests are important, that the contestants have chosen to challenge themselves to "step beyond their comfort zone" and gain experience beyond the club
 - # Mention the first place winners of this event will go on to the Division contest to be held on <division contest date> (if you're at the Area) or District conference to be held on <district contest date> (if you're at the Division)
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- # Introduce only the district officers who have shown up to your contest by simply stating their names and position and having them stand in the following order:
* Current and Past International Directors and Officers (unless they are a contestant. If they are, a statement should be made that not all district officers present are introduced if they have a role in the contest.)
* District Governor
* Lieutenant Governor, Education and Training
* Lieutenant Governor, Marketing
* Public Relations Officer, District Secretary, District Treasurer
* Immediate Past District Governor
* Past District Governors (unless they are a contestant)
* Any Division Governors
* Any Area Governors
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- # Introduce the Chief Judge
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- # Announce the speaking order
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The Chief Judge informs the audience about the following items:

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- # Contestants, judges, timers and counters have been briefed (You may elect to list the contestants in the order of which they'll be presenting)
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- # Contestants have drawn for speaking order
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- # The speaking area has been defined (show where it is)
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- # Judges will not consider timing as this is accounted for separately
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- # Request that the audience take a few seconds to check their pagers, cell phones and other devices with alarms and turn them off for the duration of the contest
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- # Be firm that no one should leave or enter the room while a contestant is speaking
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- # State that it is very important to provide an "equal platform" for each contestant and by adhering to these requests, they'll have one.
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- # Emphasize the speaking area .. if not previously covered by Contest Chair
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- # Announce that protests are limited to contestants and judges and must be lodged with the Chief Judge prior to announcing the contest winner.
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- # Announce that the Table Topics contest may now begin! And, return control to the Toastmaster (each contest should have a briefing before it begins).
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The Toastmaster:

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- # Make a smooth transition between Chief Judge comments and the actual start of the contest by...
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- # Reiterating how very important it is for each contestant to have an equal platform from which to compete. This is the only way a contest can be fair. This means no leaving the room, no doors slamming, no dropping change on the floor, etc
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- # To begin the first event, consider this verbiage:

"We will start this evening with the Table Topics contest. At this time, I would like to ask the Sergeant-at-Arms to escort all of our contestants to the secured location outside the room and I would like to ask the first contestant to remain just inside the door until the Sergeant-at-Arms gives the signal that the other contestants are secure."

The Sergeant-at-Arms:

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- # Escorts all of the Table Topics contestants outside the room to a separate enclosed room where they cannot hear the other participants. Once secure, the SAA returns to the contest room and signals the Toastmaster.
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- # There are a few different ways to do this step. Sometimes the first contestant is asked to stay in the room just inside the door until the SAA escorts the others to their "holding area."
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Then the 1st contestant is introduced or all the contestants can leave and the first one remains outside the door. . Then, when the other contestants are secure, I'll escort the 1st contestant into the room. Use whichever works best for you. Just make sure that the 1st contestant at least goes to the door and stands inside of it by the time they're introduced.

- # After the first contestant speaks, the judges will have 1 minute to mark their ballots. This is your time to go get the next contestant so that when the minute is up, you will have the next contestant standing inside the door already. Again, make sure the following contestants do not just walk right up to the Toastmaster until the introduction has been made
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The Toastmaster:

- # After the SAA gives the signal, the first contestant is introduced in this fashion: "Our contestant is Contestant's Name, Topic, Topic, Contestant's Name"
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- # When the first contestant approaches you, make sure to not make a motion or say any words that invite the contestant to say anything back to you or the timer might start the clock!! Just shake the contestant's hand and then walk away. Do not shake the person's hand a second time until the contestant has completed the response.

(Note: You must say this same line for every contestant, again to provide an equal platform.)

- # After a contestant has completed the Table Topic, offer the second handshake and say: "May we please have one minute of silence while the judges mark their ballots?"
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The Sergeant-at-Arms:

- # Again, as soon as the first contestant completes the response, this is your time to go get the next contestant so that when the minute is up, you will have the next contestant standing inside the door already.

Make sure to instruct each contestant as you're walking him or her to the contest room that "the judges are currently marking their ballots so there may be some silence until you are introduced. Until you are formally introduced, please stand just inside the door."

It is a good idea to stand next to the contestant inside the door to make sure that person does not walk up to the front of the room until the introduction has been made.

- # Be ready to leave the room to go get the next contestant as soon as this one has finished.
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The Toastmaster:

- # When the timer signals that 1 minute has passed, move right into introducing the next contestant by saying: "Judges, please prepare for our next contestant."
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- # Introduce the next Table Topics contestant:

"Our next contestant is: Contestant's Name, Topic, Topic, Contestant's Name."

- # After the final contestant has presented, "We request silence until all judges have cast their official votes for the best Table Topics response. Judges, please raise your ballot in the air when you have completed your votes and our Chief Judge and counters will collect the ballots."

The Chief Judge will let you know when all ballots have been collected.

If necessary, remind the audience to remain silent until all the ballots are collected.

- # After all ballots have been collected, say: "Let's give all of the contestants another round of applause!!"
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- # Announce that the contest will soon take a 10-minute break but before the break "let's meet our Table Topics contestants!! I'd like to at this time ask all of our Table Topics contestants to come to the front of the room please."

NOTE: Interviews are only held at this time if no contestant is competing in both contests. If there is a contestant in both contests, all contestant interviews should be done after the International Speech Contest.

- # Start with the first contestant by having him say the name of his club and what city or town
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- that club is in. Ask how long he has been in Toastmasters and ask one question to expand upon. Most Toastmasters will look at the bio sheets to arrive at specific questions for each contestant.
- NOTE: Be very careful to limit these responses to 20 seconds or so. You don't want another speech from this person, just a little more content to add to the event. (This is a good thing to point out when briefing contestants at the beginning)
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- # After the first contestant completes the interview, thank him for participating, present him with a Certificate of Participation and ask for one more round of applause for that person. Then move on to the rest of the contestants one at a time in the order that they presented.
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- # When all contestants have been interviewed, ask for one more round of applause as they are asked to return to their seats.
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- # ANNOUNCE A 10-MINUTE BREAK AT THIS TIME
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The International Contest Begins

Sergeant-at-Arms

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- # When the timer signals that 10 minutes is up, start gathering people that have gone outside the contest room and ask that they quickly make their way back to their seats.
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- # Go to the front of the room and re-sound the gavel to get everyone's attention and in a firm voice request people to return to their seats.
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- # Re-introduce the Toastmaster
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Toastmaster

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- # **Here's the trickiest part of the whole contest!** You need to provide a smooth transition between people who are still not sitting down and the first contestant. This can take some last minute improvisation!! It's best to have something planned like maybe something funny that happened to you at a contest or as a Toastmasters member. You want to talk about something for about 60-120 seconds so that people stop thinking about the conversation they were just having with their long lost friend from another district and get them ready to listen to the upcoming speeches. This is also a good time to thank everyone for helping to provide an equal platform for the table topics contestants and that you ask their same level of effort for the speech contestants. You DON'T want 3 or 4 people talking through the first 30 seconds of the first presenter!
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- # Re-introduce the Chief Judge for another briefing (follow the same briefing as before) who announces that the International contest may now begin! And, return control to the Toastmaster.
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- # Say: "Contestant's Name, Speech Title, Speech Title, Contestant's Name"
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- # Receive the contestant by offering a handshake.
NOTE: The timing starts with the first word or gesture to the audience. Refer to the Contest Rule book for the specifics on timing.
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- # When the speaker has finished, ask for one minute of silence while the judges mark their ballots. The Toastmaster should set the example of "silence".
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- # When the timer signals that 1 minute has passed, move right into introducing the next contestant by saying: "Judges, please prepare for our next contestant."
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- # Introduce the next contestant with: Contestant's Name, Speech Title, Speech Title, Contestant's Name."
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- # After the last contestant, "We will now remain silent until all judges have completed their ballots and the ballots have been collected by our counters." (There is no time limit for judges to complete tallying ballots)
The Chief Judge will let you know when all ballots have been collected.
If necessary, remind the audience to remain silent until all the ballots are collected.
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- # After ballots have all been collected, say: "Let's give all of the speech contestants another round of applause for their well done speeches!" and then invite all of the contestants to the front of the room for their interviews
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If no interviews were done after the Table Topics contest because a Contestant was participating in both Contests, then ask for both Table Topics and International Speech Contestants to come forward. If Table Topics and International Speech contestants are being interviewed together then interview the contestants in alphabetical order. If the Table Topics contestants have already been interviewed, then start with the first contestant by having him say the name of his club and what city or town that club is in. Ask how long he has been in Toastmasters and ask one question to expand upon. Most Toastmasters will look at the bio sheets to arrive at specific questions for each contestant.

NOTE: Be very careful to limit these responses to 20 seconds or so. You don't want another speech from this person, just a little more content to add to the event.

After the first contestant completes the interview, thank him for participating, present him with a Certificate of Participation and ask for one more round of applause for that person. Then move on to the rest of the contestants one at a time in the order that they presented.

When all contestants have been interviewed, ask for one more round of applause as they are asked to return to their seats.

The presentation of any "thank you's" to key participants like the Chief Judge, Timers, or Contest Chair are done by the Area or Division Governor when they are introduced in the order below.

Any special gifts that are being presented by the Contest Chair should be done before the Area Governors are introduced.

Congratulations! You've made it through the tough parts. Now, there are a couple of formalities that have to happen before you can present the awards. Actually, you need a few minutes taken up anyway while the votes are being counted. This is the time when you need to invite visiting District Officers to make any announcements to the audience. The District Officers should be called on in "reverse order" (lowest to highest). If the District Officers speak, they should be timed and should be no more than 3 minutes. There are usually 2 visiting district officers at every Area contest and 5-8 that will want to speak at the Division contest. A good way to introduce this is:
"While we're waiting for the votes to be tallied, we're going to minimize the suspense a bit by allowing our visiting District Officers to fill the time. Please help me welcome..."

Here is the order of introductions:

Area Governors
Division Governors
Public Relations Officer
Lieutenant Governor Marketing
Lieutenant Governor Education and Training
District Governor

The Awards Ceremony and Conclusion

The Toastmaster:

- # Be prepared with some “filler” if votes are not completed by the time the district officers are finished.
- # Receive results from the Chief Judge
- # If required, announce “There was a disqualification due to time” – don’t name the person disqualified.
- # Conduct the Awards Ceremony by announcing winners for whom there are trophies and certificates: At the Area, there is a 2nd and 3rd place certificate and a 1st place trophy supplied by the district for each contest. At the Division, there is 3rd place certificate and a 2nd trophy and 1st place.
Present awards starting with the Table Topics contest and then the winners of the Speech contest.
- # Give ending comments and announce the date and location for the next event and encourage attendance
- # Return control of the event to the Area or Division Governor to close the contest

Area or Division Governor:

- # Congratulate Toastmaster, Contest Chair and Chief Judge for a job well done
- # Pay particular thanks to whatever club or person was responsible for arranging use of the facility for the contest and the food committee
- # Again, mention the date and location of the next level contest
- # Request those with trophies in there hands to remain for pictures
- # Thank audience for attending
- # Close the event

Toastmaster:

- # Gather bios and eligibility forms of winners
- # Complete Notification of Winners form
- # Deliver forms to Contest Chair for the next level contest or to your Area or Division Governor or the LGET

Go Home and Relax!!

Appendix A – Sergeant-at-Arms Duties

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- # Show up an hour before the contest start time in order to welcome guests and be on hand to point people to bathrooms and food areas
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- # Locate a room away from the contest room where Table Topics contestants will be taken so that they cannot hear or see the other participants
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- # At the beginning of the contest, welcome the audience and introduce the Area Governor (if at an Area Contest) or the Division Governor (if at Division Contest)
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- # Escort contestants to secured location when requested by Toastmaster
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- # Direct the first contestant to stand just inside the door.
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- # After the first contestant speaks, the judges will have 1 minute to mark their ballots. This is your time to go get the next contestant so that when the minute is up, you will have the next contestant standing inside the door already.

NOTE: Ask the contestant to remain next to the Sgt-at-Arms until the Toastmaster announces them. You want that person to receive a formal introduction and then benefit from a welcoming round of applause as he or she approaches the Toastmaster

Appendix B – Timers Duties

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- # Provide both timers with a Timer's Forms for each contest
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- # The timers should verify they know how to operate the lights.
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- # Provide the timers with timing cards as a back-up.
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- # Instruct both timers to time each event. Only one needs to operate the lights. Ask them to make sure the light turns on each time they use them. This timer needs to make sure each light comes on when it is turned on during the contest. If the lights stop working then the timers should use the timing cards in place of the lights.
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- # Instruct both timers to write each contestants name on their forms and the duration of the participants' performance
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- # Instruct them to begin their stop watches only after the 1st word is uttered or the first gesture is given to the audience
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- # Instruct them when the lights come on for each event...
For the Table Topics Contest:
* Green light comes on at 1 minutes and stays on until Yellow Light; then is turned off.
* Yellow light comes on at 1 minute, 30 seconds seconds and stays on until the Red Light; then is turned off.
* Red light comes on at 2 minutes. Turn off the red light when the participant shakes the Toastmaster's hand and sits down.

* The red light STAYS ON until the participant has finished
- For the International Speech Contest:
* Green light comes on at 5 minutes and stays on until Yellow Light; then is turned off.
* Yellow light comes on at 6 minutes and stays on until the Red Light; then is turned off.
* Red light comes on at 7 minutes. Turn off the red light when the participant shakes the Toastmaster's hand and sits down.
* The red light STAYS ON until the participant has finished
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- # Instruct Timers to deliver their Forms to the Chief Judge when each event is completed
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Appendix C – Judges Duties

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- # In advance of the contest beginning gather the judges, (including the secret person you've chosen to be the tie-breaker judge) for briefing.
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- # Thank each judge for showing up. Explain the importance of this event. Things to include might be that "the contestants have all worked very hard to get to this point and everyone really wants to win. Please be attentive and unbiased in your judging."
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- # Present 1 Table Topics Ballot and 1 International Speech ballot to each judge; select one judge to be the Tie Breaker Judge and provide them with the Tie Breaker ballots. The Tie Breaker Judge should not be identified. The Chief Judge should pick up the Tie Breaker Ballot. If it is a combined area contest explain the process for judging each only against others in their area.
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- # Ask if there are any judges present that have never judged at this level before
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- # If any raise their hands, take a few moments to review the ballot and make sure they know how the ballot should be completed. Remember, they can use the grading system provided in any way they want or not at all. The only thing you need from them is the actual ballot at the bottom, torn off and signed.
- NOTE: If a judge does not sign a ballot, the ballot is void so make sure it is made clear to sign all submitted ballots**
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- # Make sure to identify, for the judges, where the designated speaking area will be.
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- # Ask each judge to review the criteria on the back of the ballot and to read the Judges Ethics.
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- # Explain that the Table Topics contest will occur first and then, after the break, the International Speech contest will begin
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- # Explain that the judges should not pay attention to the lights. If someone goes over or under, they will be automatically disqualified.
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- # Explain that judges will have 1 minute to mark their ballots after each presentation and then will have as much time as they need of each event to tally their votes and complete their final ballot
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- # When a judge makes a decision, the ballot at the bottom should be completed, signed This includes: contestant ranking: 1st, 2nd, 3rd (unless Tie Breaker who ranks all contestants), printed name, and signature. Once completed the judge removes the bottom of the ballot and provides to the counters. The remaining portion of the ballot should be disposed away from the contest area.
- NOTE: If a judge does not SIGN his or her ballot, the ballot is void.**
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- # Have the judges hold their ballots in the air and the counters will pick them up, except for the Tie Breaker Judges ballot which is collected by the Chief
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Appendix D – Table Topics Contestants Briefing

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- # Congratulate contestants for their achievement of making it to this level of competition and thank them for showing up
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- # Assure that the judges have been briefed and that it has been made clear to each judge that this is an important contest and that they need to be unbiased in their selection
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- # Explain that the Table Topics contest will occur first
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- # Explain that Table Topics Contestants will be escorted out of the room to a secured location so that they cannot hear the topic or the responses and that they will be escorted to the room when it is their time.
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- # Make sure to identify to all contestants where the designated speaking area will be.
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- # Explain how the Table Topics contestants will be introduced: "Contestant Name, Topic, Contestant Name"
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- # The contestants are escorted to the contest room by the SAA. The contestants remain at the door until the Toastmaster introduces them. Timing starts with the first word or gesture made to the audience.
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|---|---|
| # | Show where the lights are and turn them on so that all contestants can see what they look like |
| # | Cover the timing rules for the Table Topics contest: * Green light comes on at 1 minute and stays on until the Yellow light comes on. * Yellow light comes on at 1 minute, 30 seconds and stays on until the Red light comes on. * Red light comes on at 2 minutes * The red light STAYS ON until the participant has finished * You MUST speak no less than 1 minute and no more than 2 minutes, 30 seconds or you will be disqualified |
| # | Ask if there are any questions |
| # | Draw for speaking order by placing numbers in a hat and having the contestants draw for speaking order |
| # | Write the names and speaking order on a piece of paper for delivery to the contest Toastmaster |

Appendix E – International Contestants Briefing

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| # | Announce to audience that you would like to have all International Speech Contestants report to a designated area for briefing |
| # | Congratulate contestants for their achievement of making it to this level of competition and thank them for showing up |
| # | Assure that the judges have been briefed and that it has been made clear to each judge that this is an important contest and that they need to be unbiased in their selection |
| # | Explain that the Speech contest will occur second, after Table Topics and-after the break, if there is one. |
| # | Explain that they will be introduced only by Name, Speech Title, Speech Title, Name |
| # | Make sure to identify to the contestants where the designated speaking area will be. |
| # | Define the speaking area |
| # | Show where the lights are and turn them on so the contestants can see what they look like |
| # | Cover the timing rules for the Speech contest: * Green light comes on at 5 minutes and stays on until the Yellow light comes on. * Yellow light comes on at 6 minutes and stays on until the Red light comes on. * Red light comes on at 7 minutes * The red light STAYS ON until the participant has finished * You MUST speak no less than 4 minutes, 30 seconds but no more than 7 minutes, 30 seconds or you will be disqualified Timing will start with the first definite verbal or non-vebal communication with the Audience |
| # | Ask if there are any questions |
| # | Draw for speaking order by placing numbers in a hat and having the contestants draw for speaking order |
| # | Write the names, speech titles, and speaking order on a piece of paper for delivery to the contest Toastmaster |

Appendix F – Ballot Counters Briefing

- #

Provide each Ballot Counter with a Ballot Counter Form for each contest
- #

Have them identify a table outside the contest room where they will take the votes for counting
- #

It is up to them to disqualify a contestant if they have not met the timing requirements
- #

Explain that each Ballot Counter will each fill out a Ballot Counter Form using the Ballots collected from the Judges. Once all Judges ballots have been used, the Ballot Counters will review the results. If there are any differences in the results, they Ballots will be reviewed until all Ballot Counter Forms have the same result.
- #

The Tie-Breaker vote is ONLY used if there is a tie.