



TOASTMASTERS INTERNATIONAL DISTRICT 69

TABLE TOPICS CONTESTANT BRIEFING SCRIPT

Check that as Contest Toastmaster, you have:

- Names of Table Topics Contest contestants
- Numbered cards for drawing speaking order
- A certificate of participation for all contestants to be signed by you and presented to contestants at the conclusion of the contest
- A sealed envelope containing the Table Topic to be used in the contest
- A “ready chair” in position close to the speaking area. This is where you will be seated while each contestant speaks

Briefing of Contestants

When briefing contestants, introduce yourself as Table Topics Contest Toastmaster. Help contestants to relax, be reassuring and make sure that all their questions are answered (especially first-timers). It is suggested that you brief the contestants from within the speaking area.

- Verify the presence of all contestants and pronunciation of their names
- If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant
- If the primary contestant is not present when you as Contest Toastmaster are introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before you as Contest Toastmaster are introduced to conduct the contest, they may be permitted to compete, provided that they report to you as Contest Toastmaster on arrival with the required paperwork in good order and waive the opportunity of a briefing
- Draw for speaking order. Write it down in your Contest Toastmaster script. Give this information to Chief Judge as soon as possible for the Judges to be informed of the speaking order
- Review the speech contest rules as listed on the *Speaker's Certification of Eligibility and Originality*. Collect signed forms from each contestant and give to Chief Judge
- Define the speaking area to contestants. Contestants may speak from anywhere within the speaking area
- Indicate the signalling device that displays green, yellow and red colour. It must be in full view of each contestant, but not obvious to the audience

- Ensure the contestants can see the signalling device from the speaking area
- Review timing protocol:- green light at one minutes, yellow light at one minutes thirty seconds and red light at two minutes
- Contestants will be disqualified if they speak for less than one minute or more than two minutes thirty seconds
- No signal shall be given for the over-time period
- Timing will begin with the first definite verbal or non-verbal communication with the audience
- Any visually-impaired contestant is permitted to request, and must be granted a form of signalling of their own choosing, (e.g. bell or similar) and must provide same
- Request the contestants remove any identifying badges
- Give contestants the opportunity to test any amplifying equipment
- Contestants are responsible for arranging their own preferred set-up of the lectern/ microphone/ other equipment in a quiet manner before being introduced, or they may enlist someone to help them
- Encourage contestants to use the title “Contest Toastmaster” to start and finish their presentation. This helps the Timers to time the speech accurately
- Contestants may protest on the basis of eligibility and originality to either the Chief Judge or the Contest Chair, or you as Contest Toastmaster prior to the announcement of the place-getters, usually while the ballots are being counted
- You, as Contest Toastmaster will inform the Chief Judge immediately if a protest has been lodged
- A contestant shall have the opportunity to respond to the Judges if their speech has been protested against on the basis of originality
- Collect *Speech Contestant Profile* from each of the contestants. This information can be used in the contestant interviews at the end of the contest
- Practice shaking hands with your right hand and presenting Certificates to contestants with your left hand

Explain the contest procedure:

- All contestants shall receive the same topic, which shall be of general nature
- When the contest begins, all contestants except the first shall leave the room
- Supervision shall be under the control of the contest Sergeant-at-Arms
- It is recommended that contestants stand ready close to the speaking area waiting for their introduction
- Upon being introduced, the first contestant shall proceed immediately to the speaking area
- Each contestant shall be introduced by announcing the contestant’s name - the topic - the topic - the contestant’s name
- Contestants present their one-to-two-minute topic speech

- As each contestant completes their topic, the next contestant is escorted to the contest room and the procedure is repeated
- After the contest is finished, all contestants will come back on stage in at the same time, in speaking order to be interviewed for one minute each
- Discuss likely questions for the interview ie name of club represented
- Contestants will be given their certificate of participation
- Place getters will be announced in reverse order ie third place, second place, first place

