

## Contest Chair – Table Topics

*The Contest Chair is the overall host, and responsible for ensuring the contest is run fairly and efficiently.*

TASKS	Done = ✓
<b>PRIOR TO THE CONTEST</b>	
Ensure all the forms required for the contest have all been printed - Eligibility and Originality forms, 1st, 2nd and 3rd place certificates and certificates of participation	
Retrieve any Trophies from last year's winners	
Ensure contestants have been ask to arrive early for their briefing	
Prepare some remarks for the open and end of the contest	
Ask if you need to need to prepare any Table Topics questions for use while the contest votes are being counted – Only required if this is the last contest of event.	
<b>Before Start of Contest</b>	
Call all the contestants together for their briefing.	
Each Contestant to sign an 'Eligibility and Originality Certificate' and give all completed certificates to the Chief Judge.	
<p><b>Cover the rules of the contest with the contestants –</b></p> <ul style="list-style-type: none"> <li>- Table Topics contest speeches shall be from one minute to two minutes. A contestant will be <u>disqualified</u> if the speech is less than one minute or more than two minutes 30 seconds.</li> <li>a) The green signal will be displayed at one minute and remain displayed for 30 seconds.</li> <li>b) The yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.</li> <li>c) The red signal will be displayed at two minutes and remain displayed until the speech is concluded- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</li> <li>- Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After final speech, there will be silence until <u>all votes are collected</u> &amp; the chief judge has left the room.</li> <li>- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.</li> <li>- The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily</li> <li>- All contestants shall receive the same topic.</li> <li>- Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest chair.</li> <li>- When the contest begins, all contestants except the first shall leave the room and remain under the supervision of the contest sergeant at arms.</li> <li>- You will introduce each contestant by announcing the contestant's name, the topic, the topic, the contestant's name.</li> <li>- Point out a location at the back of the room that all the contestant should stand and wait until you've read the full question out twice.</li> <li>- At the conclusion of each speech, and during the one minutes silence for the judges to vote, the next speaker shall be invited into the room. (Check that the SAA knows when to bring in each contestant).</li> </ul>	
Draw contestants attention to the location of the timing lights	
Draw lots to determine the speaking order positions	

Record each contestant's name and speech title in the correct order drawn	
Check that you know the correct pronunciation of each contestant's name.	
<b>DURING THE CONTEST</b>	
After your introduction, deliver your opening comments and explain the contest.	
<p><b>Club Contest</b></p> <p>Explain how the meeting will be different from a normal club night including –</p> <ul style="list-style-type: none"> <li>- Members normally take part in Table Topics to develop their skills to speak off the cuff and without preparation in meetings and interviews. In Table Topics each speaker would normally receive a different question. In our contest each of the speakers will receive the same question.</li> <li>- In a normal meeting each speakers would receive feedback in an evaluation. At the contest judges will instead mark against a set criteria on voting forms.</li> </ul>	
<p><b>Area Contest</b></p> <p>Explain how contestants are already winners having (usually) competed in their club contests. Give out the club names participating, but not the member's names.</p>	
Ask for mobiles to be switched off	
<p><b>Explain the contest procedure to the audience –</b></p> <ul style="list-style-type: none"> <li>- Table Topics contest speeches shall be from one minute to two minutes. A contestant will be disqualified if the speech is less than one minute or more than two minutes 30 seconds. <ul style="list-style-type: none"> <li>a) The green signal will be displayed at one minute and remain displayed for 30 seconds.</li> <li>b) The yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.</li> <li>c) The red signal will be displayed at two minutes and remain displayed until the speech is concluded-</li> </ul> </li> <li>- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</li> <li>- Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After final speech, there will be silence until all votes are collected.</li> <li>- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.</li> <li>- The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily</li> <li>- All contestants shall receive the same topic.</li> <li>- Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest chair.</li> <li>- When the contest begins, all contestants except the first shall leave the room and remain under the supervision of the contest Sergeant at Arms.</li> <li>- Each constant will be bought back into the room in the order drawn earlier.</li> <li>- You will introduce each contestant by announcing the contestant's name, the topic, repeat the topic, the contestant's name - - at which point we all clap!!</li> <li>- Announce that 'earlier the speaking order of the contestants was drawn', then slowly give out the order in which the contestants will speak. Repeat the names twice and allow enough time for the judges to write down the names on their ballot papers.</li> </ul>	
<b>Begin The Contest</b>	

Ask the Sergeant at Arms to escort all the constants out of the room, except the 1st speaker.	
The 1 <sup>st</sup> speakers should go the agreed location agreed for all speakers to stand.	
Introduce the first (and subsequent) speakers using the format contestant's name, the topic, repeat the topic, the contestant's name. For example - <i>'Fred Blogs. What is the meaning of life? What is the meaning of life? Fred Blogs'</i>	
DO NOT make any comments on the speech when it concludes!	
Call for 1 minutes of silence while judges complete their voting – Timers should indicate when 1 minutes has passed	
While the judges are making their ballot papers, the SAA should be bringing in the next contestant.	
After the final speaker, ensure the audience remain silent until <u>all the voting slips</u> have been collected and the Chief Judge has left the room.	
<b>AT THE END OF THE CONTEST</b>	
Know in advance if you are to pass back control of the contest to the club President, Area Governor, go to a break, etc. At club contests, invite guests to come back to your next meeting	