

# *Table Topics Contest*

## *Sergeant-at-Arms Guide*

1. The purpose of this guide is to provide you with the information you need to competently perform as Sergeant-at-Arms in the Table Topics Contest.
2. As Sergeant-at-Arms, you should ensure that the physical layout of the room is to the Contest Chair's specifications. You are in charge of all equipment and should coordinate with the Contest Chair on requirements and placement. You may also serve as Chair of the Set-Up Committee. The Contest Chair will let you know what time to arrive.
3. Identify an area outside of the main speaking room in which to hold the contestants waiting their turn to speak. Ideally this will be a separate room.
4. The Sergeant-at-Arms announces the briefings: Judges' Briefing and Contestant's briefing for the Table Topics Contest. The Contest Chair will let you know the time of the briefings. Check with the Toastmaster to make sure all the contestants have checked-in. If any are absent, try to find them and escort them to the briefing.
5. Attend the Contestants' Briefing and ask the contestants if they need help. The Sergeant-at-Arms handles all audio equipment and moves any furniture.
  - A. If contestants are using microphones, have them test the equipment.
  - B. Find out each contestant's preference for using a lectern.
  - C. Note the order in which the contestants will speak.
6. Give five-minute and two-minute warnings as requested by the Contest Chair, and when time to start, get the attention of the room (do not call the contest to order) and introduce the Area or Division Governor.
7. As soon as the Chief Judge says, "Let the contest begin!", escort all but the first Table Topic contestant from the room. During the minute of silence between contestants, bring the next contestant to the back of the speaking room to await his/her introduction.
8. During the minute of silence, prepare for the next speaker.
  - A. If microphones are being used, stand at the back or side of the room and hook up each speaker before he/she is introduced.
  - B. Move the lectern (if needed) for the next speaker.
9. You must be certain that the contestants waiting to speak cannot hear the contest proceedings. Contestants who have performed may stay in the speaking room after competing.
10. Assist the Contest Officials in any way necessary.