



NOTES FOR SERGEANT AT ARMS AT AN EVALUATION OR TABLE TOPICS CONTEST

Evaluation:

- Before the contest, make sure there is a designated room for the contestants to wait.
- After the model speaker, escort the contestants into the designated room where they can have five minutes to write their evaluations.
- When time is called, collect all of the notes and escort contestant number one to the main room, just inside the door. Hand the first contestant her notes and find a seat for the contest. (You may remain in the room.)
- The Toastmaster will introduce the contestant and the contestant will return to her seat after the evaluation.
- While the audience is observing the one-minute of silence, leave the room and escort the next contestant to the back of the room. Repeat the same process as with the previous contestants.

Table Topics:

The process is the same as above except there will be no five-minute period to write notes, nor a time to collect or return notes.

Note: The sergeant at arms may remain in the room to hear the contestants. When a contestant has competed, the contestant is able to stay in the main room and hear the remaining contestants.