

# ***Being the Toastmaster***

Created by Pam Parsons

Within a day or so after the Wednesday meeting, e-mail an updated list of duty assignments to all members. Over the weekend call key players to make sure they will attend or ask them to arrange for a replacement. When contacting the speakers, be sure to note the speech number and manual, objectives, and any special concerns. Make any updates on the agenda.

The Toastmaster helps insure that our meeting is entertaining, smoothly run, and time efficient. Please begin at 7:00 PM and end by 8:30! Encourage duty-holders to arrive at least 10 minutes before the meeting. If a duty-holder isn't present by 7:00 PM, begin the meeting and ask for a replacement for their duty. In case of an extra full meeting agenda, it's possible to eliminate Table Topics, Jokemaster, and/or Listener. If the meeting is running longer than expected, adjustments may be made to help end on time.

The Toastmaster always begins the applause when introducing a speaker, and he/she continues to applaud until the speaker arrives at the lectern. He never leaves the lectern unless the next speaker has arrived, and they've greeted each other with a handshake.

## **Distribute Agenda before meeting.**

## **WELCOME**

Thank you, Madam/Mr. Presiding Officer, Fellow Toastmasters and Guests!

## **INTRODUCTION OF THEME**

(The Toastmaster of the Day chooses the Theme for the meeting. The Word of the Day and Table Topics all reflect this theme.)

Today's theme is \_\_\_\_\_. (Give a definition, quote, or some statement relating to the theme. Try to use the word of the day as well. Please keep your remarks brief! **Remember, this isn't the time to give a speech on the theme!**)

## **INTRODUCTION OF PARTICIPANTS AND THEIR ROLES**

- Grammarian
- Timer
- Ah Counter
- Vote Counter
- Listener (Optional) To help with time management, please encourage the listener to ask a maximum of three questions if there are three speakers. A few more questions can be asked if we have two speakers.
- Jokemaster (Optional)

## INTRODUCTION OF SPEAKERS

(We stand to applaud milestone speeches only.)

We have some outstanding speeches today. Our first speaker is (Name). (Give Bio.) (Name) is giving his/her (#) speech today on (speech project applicable). The title is \_\_\_\_\_, and I'm anxious to hear about \_\_\_\_\_ tonight.

## CALL ON EVALUATOR TO READ OBJECTIVES

Each speech has a specific set of objectives. (Evaluator), will you please read the objectives for (speaker's name) speech?

Please join me in welcoming (name of speaker).

(Wait for speaker to shake your hand before leaving lectern and shake hands again after the speech as you return to lectern.)

## INTRODUCE SPEAKER #2

Thank you, \_\_\_\_\_. Our second speaker is (Name). (Give Bio.) (Name) is giving his/her (#) speech today on (speech project applicable). The title is \_\_\_\_\_, and I look forward to learning about \_\_\_\_\_.

## CALL ON EVALUATOR TO READ OBJECTIVES

(Evaluator), will you please read the objectives for (speaker's name) speech?

Please help me welcome (name of speaker).

(Wait for speaker to shake your hand before leaving lectern and shake hands again after the speech as you return to lectern.)

## INTRODUCE SPEAKER #3

Thank you, \_\_\_\_\_. Our third speaker is (Name). (Give Bio.) (Name) is giving his/her (#) speech today on (speech project applicable). The title is \_\_\_\_\_, and I know \_\_\_\_\_ has some interesting thoughts to share about this.

## **CALL ON EVALUATOR TO READ OBJECTIVES**

Each speech has a specific set of objectives. (Evaluator), will you please read the objectives for (speaker's name) speech?

Let's all welcome (name of speaker).

(Wait for speaker to shake your hand before leaving lectern and shake hands again after the speech as you return to lectern.)

## **TIMERS REPORT**

## **CALL FOR VOTE FOR BEST SPEAKER**

## **INTRODUCE TABLE TOPICS MASTER**

(When the agenda includes 3 speakers or there's an add-on to the meeting such as a Question & Answer session or officer installation, it's best to ask the Table Topics Master to limit Table Topics to 3 participants to help us stay on time.)

(Name of Table Topics Master) will be serving as our Table Topics Master this evening. Introduce and shake hands.

(The Table Topics Master should call for the Timer's Report, Grammarian's Report, and the vote for Best Table Topics. Please remind The Table Topics Master before the meeting begins.) Shake hands when control of the meeting is returned to the Toastmaster.

Thank you, \_\_\_\_\_, for serving as Table Topics Master tonight.

## **INTRODUCE GENERAL EVALUATOR\***

(Wait for GE to reach lectern and shake hands before leaving.)

The General Evaluator introduces each evaluator and shakes hands. He/she also shakes hands when they leave the lectern. Then he calls for the Timer's Report on Evaluators, Vote for Best Evaluator, Ah Counter's Report, Grammarian's Report, and Listener's Report.

Shake hands again when GE returns meeting to you.

Thank you, \_\_\_\_\_, for evaluating our meeting tonight.

## **RETURN MEETING BACK TO PRESIDING OFFICER**

Wait at lectern and shake hands with Presiding Officer.

**\* Note:** As a rule of thumb to make sure the meeting ends on time the General Evaluation part of the meeting should start at 8:00 pm. Confirm with the Table Topics Master to end the Table Topics portion of the meeting by 8:00 pm.