

TOASTMASTER RESPONSIBILITIES

Items in italics can be spoken

I. DAY OF THE MEETING: Arrive 15 minutes early in order to:

Obtain data sheets from speakers:

- Name of speaker
- Title of speech
- Pathways – Level - Project
- Speech objectives
- Timing requirement
- Speaker's background

Thank you, madam president. Welcome fellow Toastmasters and most honored guests. I am your Toastmaster of the day; my role is to ensure the meeting runs smoothly and on time.

Our meetings are broken up into 3 parts:

- ***Formal speeches***
- ***Table topics***
- ***Evaluation of the speeches***

There are several people that help ensure our meetings run smoothly. Yyyyy can you please explain your role as:

- "Ah" Counter: _____
- Timer: _____
- Vote Counter: _____
- Body-Language Monitor: _____
- Grammarian: _____

***Thank you all for your help. Let's jump right into our formal speeches. _____
(timer) can you please explain the timing requirements for a ___ to ___ minute speech?***

Our first speaker is:

Speaker's name: _____

Path: _____

Level: _____

Project: _____

Title: _____

Speech objectives _____

Time requirement _____

Speaker's background _____

That was wonderful, thank you. _____ (timer) can you please explain the timing requirements for a ___ to ___ minute speech?

Our second speaker is:

Speaker's name: _____

Path: _____

Level: _____

Project: _____

Title: _____

Speech objectives _____

Time requirement _____

Speaker's background _____

That was wonderful, thank you. _____ (timer) can you please explain the timing requirements for a ___ to ___ minute speech?

Our third/next speaker is:

Speaker's name: _____

Path: _____

Level: _____

Project: _____

Title: _____

Speech objectives _____

Time requirement _____

Speaker's background _____

Didn't you enjoy these speeches? _____ timer, can you please tell us how our speakers did. Great, please vote for _____, _____ or _____ as your (favorite or most improved pick one) speaker. The next part of our meeting is Table Topics, this is always such fun when you have the opportunity to prepare a 1-minute speech on the fly. Please welcome our Table Topics master

Table Topics Master

It is now time for our formal evaluations. Please welcome our General Evaluator

General Evaluator

Thank you, General Evaluator _____ . It is now time to find out our winners of the day.

Best table topics: _____

Most improved speaker: _____

Best Evaluator: _____

I hope you enjoyed the meeting as much as I did. That concludes my responsibilities as your Toastmaster of the Day. Please welcome our President _____