

When You Are the Toastmaster of the Evening

Preparation:

1. Two weeks before the meeting, contact all scheduled participants to let them know they have a role at the next meeting. Ask if they have any questions or, if they are new members, if they need any help.
2. Establish /verify that each speaker has an evaluator.
3. Contact GE to match the speakers and evaluators.
4. Create an agenda – you can use the Loudoun Toastmaster's Website to help. Go to loudoun.toastmastersclubs.org and look under *Members Only* and *Meeting Agendas*.
5. Decide on a theme for the meeting and inform the Table Topics Master of the theme.
6. Contact the speakers again to create introductions for each speaker.

Co-ordinate Meeting:

1. Introduce the Theme of the meeting: _____
2. Go over the program changes
3. Introduce the **Timer**: _____ (ask timer to explain role)
4. Introduce the **Grammarian**: _____ (ask grammarian to explain role & introduce the word of the day)
5. Introduce the **Ah Counter**: _____ (ask Ah Counter to explain role)
6. Introduce the person who will give **Helpful Hint**: _____

7. Speeches:

Evaluator reads speech objectives: _____
Speaker _____ Title of Speech: _____
Introduction: _____

After speech, ask timer for 1 minute to record comments for speaker.

Evaluator reads speech objectives: _____
Speaker _____ Title of Speech: _____
Introduction: _____

After speech, ask timer for 1 minute to record comments for speaker.

Evaluator reads speech objectives: _____

Speaker _____ Title of Speech: _____

Introduction: _____

After speech, ask timer for 1 minute to record comments for speaker

Evaluator reads speech objectives: _____

Speaker _____ Title of Speech: _____

Introduction: _____

After speech, ask timer for 1 minute to record comments for speaker.

8. Request **Timer's Report for Speeches** and **vote** for the best speaker.

9. Thank speakers

10. Introduce the **Table Topics Master**: _____

11. After Table Topics, if the Table Topics Master has not done so, request Timer's report, Recap table topics questions, and Request vote for best table topics

12. Call for **break**

13. Reconvene and Introduce **General Evaluator**: _____