

LEADING A T-TOASTERS CLUB MEETING

How to be the Toastmaster of the Day

Opening:

1. Sergeant-At-Arms Calls the meeting to Order (make sure to start on time!) and introduces Toastmaster of the Day (TMOD). That's you!
 2. TMOD acknowledges the Guests then their name and how they heard about T-toasters.
 3. The TMOD introduces the General Evaluator (GE) to introduce his team. You want to allow time for each team member to briefly describe their duties.
 - a. The Grammarian (introduces the Word of the Day)
 - b. The Ah Counter
 - c. The Timer
 - d. The Ballot Counter
- Although the Speech Evaluators are part of the GE team, they are introduced by and prior to the Speaker delivering their speech.
4. If you have a theme, do a brief intro on it. Watch your time and don't spend more than 2-3 minutes on it. By 6:15 you should be ready to introduce the first speaker.

Part I

1. Introduce the first Evaluator and have them read the objectives of the Speech and the time of the Speech.
2. Introduce the Speaker this way: Say the Speaker's name, the title twice, and the Speaker's name. (*"Please help me welcome John Smith A Boy's Story, A Boy's Story, John Smith."*) Then lead the applause.
3. Wait at the lectern for the Speaker to arrive, shake hands and sit close to the front of the room. (Whenever possible, avoid walking in front of the Speaker to go back to your seat.)
4. After the speech is completed, ask for one minute on the timer for the evaluations. At this time, you can make a few remarks about your theme.
5. Do this for each Speaker.
6. If all speakers qualify with time, have everyone vote for best speaker.

Part II

1. Introduce the Table Topics Master (TTM). At this point, the only thing you must do is keep the TTM on time. There should be time enough for at least three participants. If there's time for more allow the TTM to ask for additional participants. Encourage the TTM to call on guests if they would like to participant.
2. Make sure the segment is completed on or before 7:00pm.
3. After the TTM is done, ask for a vote for best Table Topics contestant.

Part III

1. Introduce the General Evaluator (GE). The GE will introduce the Evaluators for each Speakers and ask for the reports from the rest of their team.
2. The GE will give the general evaluation of the meeting and should be finished by 7:15pm.
3. The lectern is then returned to the TMOD.
4. The TMOD asks for a vote on the best evaluation (speech eval, timer, grammarian, ah counter, GE are eligible.)

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5. Wrap up your theme.

Closing:

1. While the votes are being counted the TMOD turns the meeting over to the Club President.
2. The President will ask the guests for their comments on the meeting.
3. The President will announce the winner for best speaker, best eval and best Table Topics.
4. The President will ask for and make any announcements.
5. The President will gavel the meeting's end.

Final thoughts:

Bring people to the lectern (except speakers) with "Please help me welcome...." Whoever it is, say their name *last* and then lead the applause.

Stay aware of the time. Look at the agenda to see if you are on time. If time is tight, evaluations can be done standing at their seats. Those giving their reports are supposed to speak from their seats anyway.

You should be fine, but if you're not sure, don't hesitate to ask for help.

Good luck!

