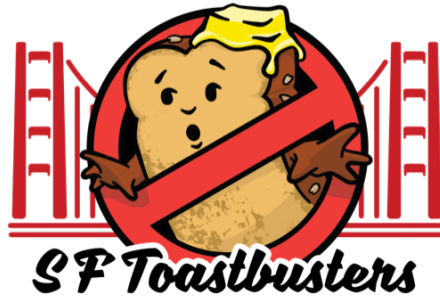


**I'm the Toastmaster next week, now what?**



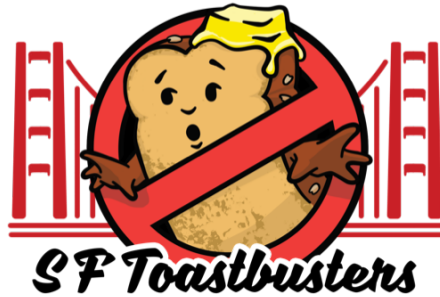
# Overview

- Purpose of the Toastmaster role
- Preparing for the role
  - Before the meeting
  - Day of meeting
- How can serving as Toastmaster help me in real life?

# Purpose of the Toastmaster

- Meeting director, facilitator, host, emcee
- Conduct the meeting, including introducing participants, in a way that excites the audience and motivates them to listen.

# Before the Meeting



# Confirm Meeting Roles

- 1-3 Speakers + Evaluator for each
- General Evaluator
- Grammarian
- Ah Counter
- Timer
- Table Topics Master

# Confirm Meeting Roles Cont.

- Assign meeting roles and email members to confirm by Thursday morning
- Ask Grammarian for word of the day + speaking tip
- Ask speakers for speech title + objectives

# Plan the Theme + Remarks

- Choose a theme and prepare content to smooth transitions and fill meeting gaps
- Possible Transition Times:
  - When you are first introduced by the Sgt. at Arms...
  - Before you introduce the 1st speaker...

# Create Printed Agenda

- Include the theme, schedule, roles, speech titles, word of the day and speaking tip
- Print at least 20 copies for the meeting



# Day of Meeting



# Arrive early

- Distribute agendas, evaluation forms + pens
- Confirm functionaries have arrived and collected their materials
- Fill any last minute vacancies
- Check with speakers for any last min. changes
- Sit close to the front

# Make guests feel welcome

- Ask guests to introduce themselves at beginning of meeting (if the Sgt. at Arms has not done so already).

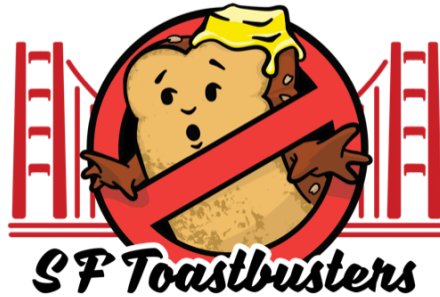
# Introducing Functionaries

- Say the person's name and role
- Lead applause until they have reached you for a handshake
- Shake their hand then sit down
- When they are done speaking, get up to shake their hand and relieve them of the stage

# Pay attention to time

- Begin and end the meeting on time
- Table Topics should end around 6:45 pm -  
Around 6:43 pm, alert Table Topics Master that he/she has only time for 1 more participant
- Wrap up your meeting at 6:55 pm and introduce the President for announcements

**How can serving as Toastmaster  
help me in real life?**



# **Toastmasters IRL**

- Lead/Facilitate Business Meetings, Conferences
- Family Gatherings (e.g. reunions)
- Wedding MC/Toasts