

TOASTMASTER

HELPFUL HINTS:

- * Coordinate with President and Master Evaluator as members arrive.
Members not in attendance five minutes before the meeting is to start should be replaced by members present.
- * Get Speaker Intro form.
Find out the title, the manual number of their speech, and the length of their speech. Speeches are to conform to Manual's recommended length. Any exceptions are to be reviewed with Educational Vice President **before the meeting begins!**
- * Call members scheduled as Greeter, Prayer & Pledge, Toast, One Minute Advisor and Thought of the Day.
Remind them of their duties.

GENERAL TIPS:

- * Arrive early.
- * As Toastmaster, it is your responsibility to keep the meeting on schedule. Be prepared to shorten or lengthen parts of the meeting. It is important that the first half of the meeting runs smoothly so that the maximum amount of Tabletopic participants can be called upon. Also, if the speakers are going to be speaking for a time that is longer than normal, reduce Table Topics section accordingly.
- * Do not leave the lectern unattended; remain at lectern until the person who is taking control of the meeting arrives at the lectern; shake hands and step back to allow the person to step to the lectern.
- * Lead applause during meeting, try not to let clapping taper off.
- * Get Speaker, Tabletopics Master and Master Evaluator introduction forms. **Verify that each speaker has indicated the speech number, title and purpose.** If this is an advanced speech, the purpose of the speech must be written in.

DURING THE MEETING:

1. Give a BRIEF introduction to the program, especially if there is a theme.
2. Have the Grammarian and then the members at the back table (Ah Tabulator, Timer, Dinger) describe their duties.
3. Introduce Table Topics Master.
Help Table Topics Master identify new members. After Table Topics, if Table Topics Master forgets to call for timer's report, call for a vote for best Table Topics and take two minute break, it becomes your responsibility.
4. Introduce the individual speakers.
The introduction form details the purpose of each speech. **Please read this purpose in its entirety.** The audience should know what the criteria of this particular speech are in order to evaluate all speakers fairly. Do not evaluate each speaker after they have finished by commenting on the quality of the speech, i.e., "That was a great speech", that is the evaluator's role.
5. Introduce the Master Evaluator.
6. Award ribbons for the Best Table Topics and the Best Speaker.
7. Reintroduce the President.