Toastmaster template

**Before the meeting**

Well before the day of the meeting, it is the Toastmaster’s responsibility to contact all the members who are scheduled, to do the following assignments:

* Speakers
* Master Evaluator
* Point of View
* Listening Critic

The primary duty of the meeting’s Toastmaster is to introduce the various speakers for the evening, much like a Master of Ceremonies.

At the start of the meeting ensure you have:

* Speakers’ names
* Speech titles
* Speech Evaluators’ names and ensure evaluators know the speakers’ speech objectives ready for the introductions

**At the meeting**

**Introduction**: Explain your role to the meeting for the benefit of the visitors and guests. Explain the duties of your ‘team’, which are the Timer, Grammarian and Master Evaluator.

The following procedure will apply for each speaker.

* Introduce the speaker, using full name
* All speeches should be a Pathways Speech. Announce which manual the speaker is using, the project number and the name of the speech project.
* Announce the name of the speech evaluator and ask the evaluator to read out the objectives of the project, found on the evaluation form. *NB speakers are to bring the evaluation form relevant to the Pathways speech*.
* Announce the time limits for the speech.
* Introduce the speaker, use the Speaker Introduction form (Appendix 1 of the Assignment Guide), the speaker, saying:

**Script for introducing a speaker**

“Ladies and Gentlemen

The first/next speaker for this evening is ……………………………………….…….. (use full name)

the title of ………………………….. (first name only) speech tonight is

……………………………………………………….. (Pause then continue)

with ………………………………………………………………….….…… (Repeat title of the speech)

Please welcome ……………………………………………………..………..…” (Use full name)

* Lead the applause, shake hands with the speaker. (do not leave the lectern unattended).

**At the conclusion of each speech**

* Lead the applause, thank the speaker and express a few words of appreciation.
* Introduce next speaker(s) in the same manner.

**Repeat for each speaker**

**After all speakers have finished**

* Invite the Master Evaluator to the lectern to conduct the evaluation session. *(refer to Master Evaluator template)*
* When the evaluation session has been completed, thank the Master Evaluator for their contribution to the meeting.
* Ask the Sergeant at Arms to collect and count the voting slips, if not already done.
* Invite (time permitting):
	+ Listening Critic
	+ Point of View to conduct their sessions.
* Invite the Treasurer, or other member, to conduct the raffle draw.
* Announce the winners of the respective trophies & take photos of winners for social media.
* Inform the Chairman that the formal section of the program has now concluded. Return control of the meeting to the Chairman by walking forward and handing the gavel to the chairman.

For more details, refer to the Miranda Toastmasters’ Assignment Guide.