

## Checklist for Toastmasters of The Day

### **The main duty of the Toastmaster is to act as the host and make introductions**

Participants should be introduced in a way that encourages the audience to listen to them. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

Usually, this task will not be assigned to you until you are familiar with the Club and its procedures.

### **Before the meeting**

**Check with the Vice President Education** to find out if a special theme has been set for the meeting and if there are any programme changes.

**Call the Table Topics Master** to discuss his or her duties. Provide the Table Topics Master with a list of programme participants to ensure these people will not be called on for responses.

**Call all Speakers in advance** to remind them that they are speaking. Ask for their speech title, manual project number, purpose to be achieved, time requested and something interesting which you can use when introducing them (job, family, hobbies, education, why this topic for this audience etc.).

### **During the meeting**

Preside with sincerity, energy and decisiveness. Take your audience on a pleasant journey and make them feel that all is going well.

Study the Agenda carefully so that you do not miss any Timekeepers Reports or invitations to vote. Always lead the applause before and after each presenter.

After your introduction of another presenter, remain standing near the lectern until you have shaken hands - signifying your hand over of control of the meeting - then be seated.

When another presenter has finished, shake hands again to signify that control of the meeting is returning to you.

Further information on the Toastmaster role:

<http://www.toastmasters.org/Members/MemberExperience/MeetingRoles/Toastmaster.aspx>

## Script Template for Toastmasters of The Day

The template of this script is credited to Margaret Jankowsky,  
Club Mentor to In Camera Online Toastmasters Club.

Your role is to lead the participants through the meeting in a relaxed way. You use the detailed agenda to ensure that the time frame is followed. And you organize the next meeting.

President starts the meeting at 7.30am sharp, hands over to you at 7.31am

You say something like "Welcome to In Camera Online Toastmasters" fellow Toastmasters and honoured guests.

(Few days before meeting, you decide whether to have a Morning Poll before meeting starts.)

Before we start, I would like to find out something about you. \_\_\_\_\_ [Name of Tech Host], can you please put up the poll? Thank you.

(Tech Host puts up the poll, it's filled out, submitted, and Tech Host shows the result. You say 1-2 sentences about what you see.)

I would like to mention our housekeeping rules: Please keep your mike on mute when you're not speaking; Please keep your camera on during the meeting unless you need to stand up and move around; Please do not write in the chat while someone is speaking. Thank you.

Now I would like to introduce the evaluation team today. Please wave when I call your name:

\_\_\_\_\_ [Name of 1<sup>st</sup> Evaluator] is evaluating the 1<sup>st</sup> speaker \_\_\_\_\_ [Name of 1<sup>st</sup> Speaker].

\_\_\_\_\_ [Name of 2<sup>nd</sup> Evaluator] is evaluating the 2<sup>nd</sup> speaker \_\_\_\_\_ [Name of 2<sup>nd</sup> Speaker].

\_\_\_\_\_ [Name] is the General Evaluator.

\_\_\_\_\_ [Name] is the Ah Counter.

\_\_\_\_\_ [Name] is the Timer.

\_\_\_\_\_ [Name] is the Grammarian. [Name of Grammarian], please give us the Word of the Day. (The Grammarian explains the Word of the Day and puts it in the chat).

**In Camera Online Toastmasters Club**

I'm happy to introduce our Good Morning Moment today, given by \_\_\_\_\_  
[Name of Speaker] \_\_\_\_\_ [Speech Title],

\_\_\_\_\_ [Speech Title], \_\_\_\_\_ [Name of Speaker] for our Good Morning  
Moment Today.

Over to you, \_\_\_\_\_ [Name of Speaker].

7.38am: Thank you \_\_\_\_\_ [Name of Speaker]. (You say 1-2 sentences about  
what you heard.)

\_\_\_\_\_ [Name of 1<sup>st</sup> Speaker] is doing a speech today from the Motivational  
Strategies path – Understanding your Communication Style / \_\_\_\_\_ [Name of  
Pathway Project] – \_\_\_\_\_ [Speech Title]. His/Her task is to share a  
communication style and its impact on professional and personal relationships /  
\_\_\_\_\_ [Speech Objective], time \_\_\_\_\_ 5 - 7 minutes / [Time of the Speech  
Arrangement].

\_\_\_\_\_ [Name of 1<sup>st</sup> Speaker], \_\_\_\_\_ [Speech Title].

\_\_\_\_\_ [Speech Title], \_\_\_\_\_ [Name of 1<sup>st</sup> Speaker].

Over to you, \_\_\_\_\_ [Name of 1<sup>st</sup> Speaker].

7.45am: Thank you \_\_\_\_\_ [Name of 1<sup>st</sup> Speaker].

\_\_\_\_\_ [Name of Tech Host], please put the evaluation form in the chat. We now  
have 90 seconds to give feedback to \_\_\_\_\_ [Name of 1<sup>st</sup> Speaker].

\_\_\_\_\_ [Name of Tech Host], please let us know when the time is up.

7.47am: Second speech, to be introduced using the same format as the first. Use the  
information on the agenda about the title and the path.

\_\_\_\_\_ [Name of 2<sup>nd</sup> Speaker] is doing a speech from the Dynamic Leadership  
Pathway, Evaluation and Feedback 2 / \_\_\_\_\_ [Name of Pathway Project] –  
\_\_\_\_\_ [Speech Title]. His/Her task is to present either a new speech or the  
same speech that incorporates some or all of the feedback received from her  
previous 1st speech / \_\_\_\_\_ [Speech Objective], time \_\_\_\_\_ 5 - 7 minutes  
/ [Time of the Speech Arrangement].

\_\_\_\_\_ [Name of 2<sup>nd</sup> Speaker], \_\_\_\_\_ [Speech Title].

\_\_\_\_\_ [Speech Title], \_\_\_\_\_ [Name of 2<sup>nd</sup> Speaker].

7.54am: Evaluation, same procedure as for the first speech.

Thank you [Name of 2<sup>nd</sup> Speaker].

\_\_\_\_\_ [Name of Tech Host], please put the evaluation form in the chat.

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We now have 90 seconds to give feedback to \_\_\_\_\_ [Name of 1<sup>st</sup> Speaker].  
\_\_\_\_\_ [Name of Tech Host], please let us know when the time is up.

7.56am: Hand the stage over to the Table Topics Master

Now you can sit back and relax!

8.25am: General Evaluator hands control of the meeting back to you.

You plan the next meeting. Start by asking people to go on EasySpeak and indicate whether they are attending the upcoming meetings or not. Ask people to sign up for roles on EasySpeak.

8.27: Thank everybody for the wonderful meeting and hand over control of the meeting to the President.

Now your job is done!

Please remember to have fun. If you forget something, someone will remind you. This is a learning experience, so you can't go wrong.

Hugs,  
Margaret Jankowsky