

Toastmaster Role Planner

Prior to the meeting

Sometimes it is fun to have a theme to the meeting. This usually forms around the speech titles that are scheduled for the evening (coordinate with the VP of Education who is organizing the speakers); however, it is up to the Toastmaster to decide on a theme or decide not to have one.

Please also see the highlighted portions in 'During the Meeting' section below to further prepare just before the meeting starts.

During the meeting

7:05 President introduces and calls up the Toastmaster of the evening

*Toastmaster: "Thank you, [name]. Welcome fellow members and guests!"
[Add pleasantries and announce any changes to the agenda]*

[Announce the theme of the meeting if there is one]

7:10 Introduce the Roles for the Evening

Toastmaster: "For our roles this evening, [Name] will be the Timer. [Name], please tell us what you will be doing tonight as Timer.

"[Name] will be the Grammarian and provide the Word of the Day this evening. [Name], please tell us what you will be doing tonight as Grammarian.

"[Name] will be the Ah Counter this evening. [Name], please tell us what you will be doing tonight as Ah Counter.

"[Name] will be the General Evaluator this evening. [Name], please tell us what you will be doing tonight as General Evaluator.

7:20 If we are low on speakers or speakers cancel at the last minute, it is the Toastmaster's responsibility to have a '30-second go around' question prepared. This is a question that is general enough that everyone could answer. If there is a theme for the evening, it can be tailored to the theme. To give people a little bit of time to think of an answer, I typically provide my answer after I read the question. As the Toastmaster, you can decide if you are going to take volunteers or call on people to answer. If the attendance is low, you can ask that all people participate. Guests are welcome to participate, as well. Talk to the VP of Education to see if the 30 second go around question should be used in the meeting.

Example of how to introduce the '30-second go around' question to the club:

Toastmaster: "Tonight we are going to have a 30-second go around question. The purpose of this is to help people with their off-the-cuff, concise speaking. I will ask a question and (will call on people to/each person will) answer in 30 seconds or less. The timer will call "time" when 30 seconds is up. Guests are able to participate, as well."

7:20 Toastmaster Announces the First Speaker

Toastmaster: "The first speaker for this evening will be [speaker's name]. He/she will be giving the [manual name/project #] speech titled [title]. [Evaluator's name], will be evaluating [speaker's name] tonight. Please tell us the objectives and time limit for his/her speech.

Call up the speaker in the following way – this is the formal Toastmaster way to introduce a speaker:

e.g. "John Doe, giving the speech 'What I Did on My Vacation. 'What I Did on My Vacation' – John Doe."

Repeat as needed with other speakers. Once the speeches have concluded, the Toastmaster announces the networking/snack break. Depending on if the meeting is on schedule or not, you can announce if it will be 3, 5 or 10 minutes long *(speak with the President or VPE to determine the amount of time for the break).*

After the designated time has passed, use the gavel to call attention to the members to return to their seats.

~7:50 Introduce the Table Topics Master

Toastmaster: "I would now like to call up our Table Topics Master for this evening, [Name]. He/she will fill us in on what Table Topics is all about."

During Table Topics, watch the time and give the Table Topics Master a cue if they need to wrap up and only call on one more person.

~8:00 or 8:05 Introduce the General Evaluator

Toastmaster: "I would now like to call up our General Evaluator for this evening, [Name], who call for the evaluations, reports and give their evaluation of this evening's meeting."

8:30 After the General Evaluator returns the meeting back to the Toastmaster, you can add some final comments on the evening (please keep this to 1-2 minutes) and then return the meeting to the VP of Education or back to the President.