

## **Guide for Toastmaster**

This title can be a bit confusing for visitors since every member present at a meeting is a Toastmaster. However, THE Toastmaster of a meeting is the one in the chair and has the key role in making it a smooth running, productive, and enjoyable one. He or she is also the host for the evening. The actual order of items within a programme and the number of Officer roles may vary from club to club. A person filling the Toastmaster role should have made at least three stage speeches.

### **Before the Meeting**

Before the meeting it is the duty of the Toastmaster to contact the listed speakers and confirm their availability, or verify they have accepted their role on the [www.D71.org](http://www.D71.org) website. If one has to drop out for any reason, contact the EVP to arrange for a replacement speaker. The necessary data for introducing each speaker should be obtained at this time too. This includes very brief biographical details (not a CV), speech title, manual stage, objectives, time allotted, and the name of the evaluator (this should all be on the D71 website).

The Topicsmaster, Poetmaster, Wordmaster, and the General Evaluator should also be contacted to confirm their participation as well. (The General Evaluator is responsible for contacting the evaluators, grammarian, and timer in the same way.)

### **At the Meeting**

It is a good idea to be there early so as to deal with any hitches; such as last minute cancellation by any of the speakers or others on the programme.

Details of the procedure to be followed during the meeting are given on a separate page to allow for easy copying. Other clubs may follow different procedures.

# Procedure

## Stand up

Thank the President

Accept the Gavel

Welcome everyone and include visitors by name

If there are any alterations to the printed agenda give them.

Call on officers for the evening to explain their duties

Wordmaster

Poetmaster

Timer

Grammarians

Introduce General Evaluator and ask him/her describe briefly their duties

The Speakers - introduce each as follows

Speakers name - Biography – the briefer the better

Manual from which speech is taken (CLP etc)

Stage

Purpose of stage:

Objectives of speech:

Title.....Time

Name of Evaluator

Remain standing until the speaker begins: "Mr./Madam Toastmaster..."

When the speaker finishes stand to thank them and lead the applause

One Minute's Silence for written evaluation

(Repeat for each speaker)

Thank all speakers and remind everyone to hand up written evaluations. Announce break for coffee for 10 minutes

## PART 2

Welcome everybody back

Introduce Topicsmaster

Our topics master tonight is.....

Brief Biography

Hand over gavel to Topicsmaster

Accept gavel back from Topicsmaster and thank him/her

Introduce General Evaluator and pass over the gavel

Thank Gen. Eval. and accept gavel

Thank all contributors and return gavel to the President