

Kennebecasis Toastmaster Club 4402
When You are the Toastmaster

Before the Meeting:

- Call the Chairperson to confirm that you are the Toastmaster and to find out the theme for the week. Give the Chairperson information for your introduction.
- Call each scheduled speaker and obtain the information needed for their introduction:
 - Speech Assignment (Level, Manual, Speech number, Speech Objectives, Speech Title, and time limits.)
 - Personal Information
 - Information on why they chose this subject
 - Information / comments that reflect the theme
 - Find out if the speaker has any special setup requirements.
- Call other club members if there are not enough speakers. Generally you should have 3-4 speakers for each meeting.
- Prepare each introduction. Sample structures include:
 - Why this speaker? Why this topic?
 - Dale Carnegie – TIQS (Topic or Title, Importance to the Audience, Qualification of the Speaker, Welcome Speaker, giving name)
 - See Communication and Leadership Manual, page 82.
- Provide the list of speakers and speech levels to the Chairperson for the agenda and to General Evaluator so Evaluators can be chosen.
- Prepare a description of the Toastmasters Educational Program. Be prepared to explain the program and its benefits. This information can be found in the Communication and Leadership Program Manual on pages 64-65. Also check out the Toastmasters International Website for more information:
www.toastmasters.org

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At the Meeting:

- Arrive early and confirm the presence of each speaker.
- Ask the General Evaluator for the Names of the Evaluators and add this information to each speaker's introduction.
- When introduced by the Chair, go to the lectern, shake the Chair's hand and take control of the meeting.
- Explain the purpose of the Prepared Speech session and give an overview of the Educational Program.
- Introduce the speaker. Pass control of the meeting to the speaker with a handshake. Assist in setup as appropriate. After the speaker has finished, assume control of the meeting and lead the applause. Make a few comments to bridge smoothly to the next speaker. (This will come with practice.)
- After the last speaker, make a few comments, ask the club members to vote for best speaker and return control of the meeting to the Chair.

Note: Keep an eye on the clock. It is important to stay on time. If time is short, limit your bridging and final comments.