

Sandbelt Toastmasters – Toastmaster Agenda Guidelines

AGENDA

Sergeant @ Arms calls the meeting to order.

President makes the program changes

- (you must meet with Dave before the start of the to get the changes beforehand – less stressful this way)
- President will welcome TM up to the lectern

(Your Part)

As the Toastmaster your role is to introduce the members who are performing various roles and most importantly to keep the meeting on time. The Toastmaster usually introduces a theme into the evening but this is second to the evening's proceedings. Short 1 minute fillers are usually a good idea to help with the theme. REMEMBER to check the agenda because the format can vary.

Thank the President

- Good evening fellow Toastmasters and guests (etc.).
- Welcome guests and visiting members from other clubs e.g. John Beilharz
- Introduce your “**theme**” for the evening. **(+/- 2 min)**

Introduce the various Toastmasters who will be performing roles during the meeting.

E.g. Various roles are performed by the Toastmasters (and sometimes guests) throughout the evening...

- First up we have our **WORDMASTER** of the evening, (name of person performing the task.
- (Ask, Wordmaster to explain his/her role)
- **APPLAUSE**
- Thank the Wordmaster.

- Next, **GRAMMARIAN, HARKMASTER, AH COUNTER, TIMEKEEPER** and finally the **GENERAL EVALUATOR**

If there is time, you may continue with your “theme” before introducing the next segment.

- Remember to remind people to use the TONIGHT'S WORD

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Introduce the ROUND ROBIN MASTER (Stand behind or next to the lectern to welcome the next person up and shake their hand before moving off the stage area.)

- Our next segment is called **Round Robin**, with _____ at the helm.
 - Fellow Toastmasters and guests, please welcome _____. *(Make sure speaker explains his/her role)*
 - APPLAUSE / Remain behind podium to SHAKE HANDS / (sit down)
Note the TIME: _____
- Round Robin Segment**
APPLAUSE (while walking to podium)
- Thankyou _____ *(6 min for this segment)*

Introduce the TABLE TOPICS MASTER Use the same format as above to make the introduction.

- Make sure he/she explains the role and the timing
Green @ 60 sec's
Amber @ 75 sec's,
Red @ 90 sec's.

• **Write down the names of the speakers and his/her speech title so that you can mention it to refresh everyone's minds before they cast their VOTES.**

1) name: _____ speech title: _____

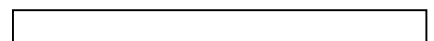
2) name: _____ speech title: _____

3) name: _____ speech title: _____

4) name: _____ speech title: _____

5) name: _____ speech title: _____

6) name: _____ speech title: _____



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Ask the TIMEKEEPER for the timing of the speeches. E.g. Mr Timekeeper could you...

Ask everyone to cast there VOTE for the best Table Topic Speaker. (e.g.)

- If you could all please take a moment and cast your vote for the best **Table Topics speech**.
- You'll find the slip of paper with your agenda and fill in the one that's marked **Table Topics** and place your vote in the container being passed around
- 1ST up whe had _____ with his/her speaking on the topic _____
(and so forth)

* Remember to keep on reminding people to use **the Word of the Night**.

Introduce INTERLUDE MASTER [this segment is to give the Table Topics Evaluator time to write up his/her evaluation].

[Always have extra fillers in case the Interlude Master is absent.]

(e.g.)

- While we are voting and the Table Topics Evaluator is completing his/her notes. We will have _____ providing us with an Interlude.
- Fellow Toastmasters and guests, please welcome _____ with tonight's Interlude.
- **APPLAUSE** / Remain behind podium to **SHAKE HANDS** / (sit down)
Interlude Segment
APPLAUSE (while walking to podium)
- Thankyou _____ *(3 min for this segment)*

Introduce the TABLE TOPICS EVALUATOR.

(Make sure he/she is ready before you introduce them). E.g. _____ are you ready to present your evaluation?

- Fellow Toastmasters and guests, please welcome _____.
- ...

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SUPPER - End this part of the evening (check the time)

- with a little bit of your theme, (check if there is time)
- explain **SUPPER** to the guests (15 minutes) and
- mention the time that the meeting will commence.

PART TWO

Welcome everyone back and Continue with your THEME

(be brief, no more than 1 – 2 minutes)

* Remember to keep on reminding people to use **the Word of the Night***

Introduce the SPEAKERS and the EVALUATORS. (e.g)

- Our first speaker of the evening is _____, and evaluating _____ will be _____.
- _____, please can you read out the criteria for _____ speech
- Thankyou _____ (mention time if not already mentioned)
- Toastmasters and guests please welcome _____, with his/her speech entitled “ title of speech ”; “ title of speech ”, name of person
- **APPLAUSE** / remain behind the lectern and **SHAKE HANDS** / (sit down) **Note TIME:**

APPLAUSE while walking to podium
- Thankyou for that speech _____.

Continue to introduce the rest of the SPEAKERS and the EVALUATORS. (e.g)

- **Note:** if there are only two speakers we don't vote for the **BEST SPEAKER**

Ask the TIMEKEEPER for the timing of the speeches

Ask everyone to cast there VOTE for Best Speaker.

(We only vote if we've heard 3 or more speeches)

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- Mention the Speakers name and their Speech title again as a reminder.
- Good time fill in with your **THEME** but keep it short – 1 liner or something.

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Introduce the ROUND ROBIN Surprise MASTER.

Important: they are often new members performing this role who are very nervous so be encouraging.

Introduce the EVALUATORS

VOTE Best Evaluator. Note: if there are only two evaluators we don't vote.

- 1ST up who had _____ with the **Table Topics Evaluation**.
 - Next was _____, with _____ evaluation.
 -
- (and so forth for the rest of the speeches)

Next up we have the REPORTS (e.g.)

- It's now time for the reports from our role players
- First up is _____, our **Wordmaster**:
- Thankyou _____

- **Grammarian** (Name _____)
- **Harkmaster** (Name _____)
- **Ah Counter** (Name _____)
- **Timekeeper** (Name _____)

Introduce the GENERAL EVALUATOR

(you could explain this role to the members and guests e.g)

- We've now come to the part of the evening where the **General Evaluator**, _____ will give us his/her feedback on how the evening went.
- Please welcome _____ with his/her **evaluation** of tonight's meeting.

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- APPLAUSE / SHAKE HANDS / (sit down)
- APPLAUSE while walking back to the lectern

Toastmaster: This will be the last opportunity to continue/end your **THEME**.

Important: it is your job to keep an eye on the time and if we are running late try to make up the time.

AWARDS Presentation (e.g.)

- ... I would now like to welcome back our President, _____, who will be presenting tonight's **awards**.
- APPLAUSE / SHAKE HANDS / (sit down **AND RELAX**)