

When being the TOASTMASTER @Macintalkers

BEFORE THE MEETING

- 1) Contact functionaries about 5 days before the meeting and make sure they confirm their roles. You can use the mailing list (macintalkers@yahoogroups.com)
- 2) If some haven't confirmed the day prior of the meeting, call them to find their whereabouts. It is their responsibilities to find a replacement.
- 3) Ask the Speakers, Topicmaster and General Evaluator how they want to be introduced with respect to the meeting's theme. It is up to you to ask thoughts about the theme to others functionaries.

PREPARING THE AGENDA

- 1) By using the website <http://www.tmclubs.com/macintalkers> you're able to update/print the agenda.
- 2) IMPORTANT: Change the timetable accordingly to the time of the speeches, e.g. change the time of the Table Topics/Evaluation portions depending on the # of speakers & time of the speeches

PRINTING/COPYING THE AGENDA & COMMENT SHEETS

- 1) If you can, print and copy (make around 23-25 copies):
 - The agenda
 - The comment sheets (double side front & back if possible)
 - The schedule (on the back of the agenda, if possible)

Agenda, comment sheets and schedule are available at <http://www.tmclubs.com/macintalkers> from the links on left the navigation bar under the "Meetings" section

- 2) If you cannot xerox, usually Lisa or Connie can take care of it, but they're doing that on their break, so ask only if you need and let them some time to do it (e.g. let them know the day before that you will need their help, and they will usually do it by 3p on Wednesdays). You do not need to give them access to your account as they have access to the read-only version of the documents.
- 3) If you need to change the look of the agenda, you can copy/paste it into MSWord but that will require some formatting from your part.

TOASTMASTER SCRIPT

Note on Applause: the TM leads the applause; applause is made for coming to the lectern, leaving the lectern. If somebody speaks from his/her place, applause is only when finish to speak except for evaluators reading the objectives, do not applause.

Theme: Talk about the theme throughout the meeting. One way to carry the theme is to talk about the subject at the beginning of each portion (Opening Meeting, Prepared Speeches, Table Topics, Evaluations, Conclusion) and introduce the speakers with respect to the theme.

Script: Copy/Paste the following pages into MSWord or other text editor software and add your own notes or use the MS Word Document available at http://homepage.mac.com/macintalkers7430/documents/tm_script.doc

TOASTMASTER AGENDA - SCRIPT

OPEN MEETING

- 1) Specify any change on the agenda
- 2) Introduce the **theme**: - *Write your story here* –
- 3) Introduce officials:
 - Wordmaster (applause when coming to the lectern and returning)
 - Grammarian (applause only when sitting once done)
 - Wizard of Ahs (applause only when sitting once done)
 - Timer (applause only when sitting once done)
 - Vote Counter (applause only when sitting once done)
 - Joke of the Day (applause only when sitting once done)

PREPARED SPEECHES

A little bit more about the **theme**: - *Write your story here* –

Speaker #1

- 1) Introduce speaker/speech and ask evaluator to read the objectives (do not applause evaluator) *Write introduction here*
- 2) Give title of the speech and welcome speaker to the lectern
- 3) SPEECH
- 4) After the speech, be ready to shake hands
- 5) COMMENTS: Give a minute of silence to write the comments (it can be 45s to a minute)

Speaker #2

- 1) Introduce speaker/speech and ask evaluator to read the objectives (do not applause evaluator) *Write introduction here*
- 2) Give title of the speech and welcome speaker to the lectern
- 3) SPEECH
- 4) After the speech, be ready to shake hands
- 5) COMMENTS: Give a minute of silence to write the comments (it can be 45s to a minute)

Speaker #3

- 1) Introduce speaker/speech and ask evaluator to read the objectives (do not applause evaluator) *Write introduction here*
- 2) Give title of the speech and welcome speaker to the lectern
- 3) SPEECH
- 4) After the speech, be ready to shake hands
- 5) COMMENTS: Give a minute of silence to write the comments (it can be 45s to a minute)

Speaker #4

- 1) Introduce speaker/speech and ask evaluator to read the objectives (do not applause evaluator) *Write introduction here*
- 2) Give title of the speech and welcome speaker to the lectern
- 3) SPEECH
- 4) After the speech, be ready to shake hands
- 5) COMMENTS: Give a minute of silence to write the comments (it can be 45s to a minute)

At the end of the "Prepared Speeches" ask people to vote for the speaker who has reached the best his/her objectives and to keep the basket moving.

TABLE TOPICS – Let the Topicmaster know how long the Table Topics can last

A little bit more about the **theme**: - *Write your story here* –

Introduce Topic master

When it's over, if TT has not done it, remind people to vote for best TT and to keep the basket moving.

EVALUATIONS

A little bit more about the **theme**: - *Write your story here* –

Introduce GE

CONCLUSION

- 1) Check with Vote Counter (VC) how s/he doing on counting the votes.
- 2) Ask for Thought of the day
- 3) If VC is ready, ask for Best TT, Best EV and Best SP
- 4) If VC not ready speak a little bit of the **theme** - *Write your story here* –
- 5) Conclude on **theme** - *Write your story here* –
- 6) Announce next week meeting
- 7) Give the lectern to the President if Club Business or adjourn the meeting.