



## Your Meeting Role As Toastmaster:

Thanks for taking the role of Toastmaster. To meet your goals of running a well-organized and on-time meeting you'll need to communicate with meeting participants early and often to make sure they are prepared and involved.

Time management during the meeting is key. Our program has been designed to host a maximum of four speakers giving 5-7 minute speeches. If any speaker is giving a longer speech, you will need to shave time off of another meeting role. Most often this is Table Topics (standard of five per meeting, can be cut back). A call to the Poetmaster, Jokemaster, or Wordmaster requesting they keep it short will help you keep the program on schedule.

This checklist will help you prepare in advance to cover all the bases and ensure a great meeting. The job of Toastmaster should take about one hour to complete.

Immediately following the prior meeting:

1. At the meeting before your meeting, check the Opportunity Sheet and note the role-players. The updated Opportunity Sheet will be available at [www.sunrisetoastmasters.com](http://www.sunrisetoastmasters.com) within a day or two.
2. Identify any unfilled roles. Email or call members to fill roles.
3. Complete Email Template below and email it to the membership to confirm planned participation.
4. Research the theme and prepare interesting items for an entertaining and interesting meeting. Some good research on any topic can be found at [www.google.com](http://www.google.com), [www.msn.seach](http://www.msn.seach), [www.refdesk.com](http://www.refdesk.com), or your local library.

One week before meeting, or within three days of meeting:

1. Call or email General Evaluator with speaker order and request evaluator assignment.
2. Email or call the speakers and ask them to provide their introduction, speech number, and title.
3. Prepare and print agendas. Use Table Topics to adjust the length of the meeting. (See attached agenda template). You may also use Poetmaster, Jokemaster, or Wordmaster to reduce the time required.

The day of the meeting:

1. Arrive before 7:00 AM to finish any last minute details.
2. Fill any last minute roles and see if speakers need help arranging speaking area.
3. Make sure the award ribbons are ready and available.
4. Sit near the front of the room for easy access.
5. Do not leave the front of the room until you have shaken hands with the next speaker.
6. Lead with sincerity, energy, and decisiveness.
7. **Lead the applause** before and after topics, speakers, and the general evaluator.
8. Manage table topics to adjust for the length of the meeting. Signal Table Topics Master with one more or last table topic.
9. While votes are being tallied invite members to write comments for the speakers.
10. Have a great meeting!

Dear Fellow Toastmasters:

You have a very important role in our next Sunrise Toastmasters Meeting! Our theme for the meeting is \_\_\_\_\_ . Please reply to this email or call me within the next few days to confirm that you will be participating in the following role.

Speakers please confirm immediately. Then email or call me with your speech title, assignment name and number, and provide your written introduction that you would like me to use by the Monday before the meeting. The General Evaluator will be assigning your evaluator but first you must confirm. Please speak with your evaluator as soon as possible.

General Evaluator:  
Table Topics Master:  
Wordmaster:  
Jokemaster:  
Poetmaster:  
Timer:  
Wizard of Ahs:  
Vote Counter:  
Speaker 1:  
Speaker 2:  
Speaker 3:  
Speaker 4:  
Alternate Speaker 1:  
Alternate Speaker 2:  
Alternate Speaker 3:  
Evaluator 1:  
Evaluator 2:  
Evaluator 3:  
Evaluator 4:  
Educational Session:

Other than speakers, if you are unable to fulfill your responsibilities please find a replacement and let me know who it is.

Thanks,

Your Toastmaster  
Phone:  
Email:

**Meeting Title**  
**Sunrise Toastmasters**  
**January 15, 2003**

Toastmaster: **Your name**  
Sergeant at Arms: **Name**  
General Evaluator: **Name**

7:30 Call to Order – **Name**

7:31 President's Opening Remarks/Visitor Welcome – **President's Name**

7:36 Toastmaster's Opening Remarks – **Your name**

7:38 General Evaluator's Summary of Duties & Introductions – **General Evaluator Name** (May be moved to after Meeting Specialties.)

Timer – **Name**

Vote Counter – **Name**

Wizard of Ahs – **Name**

7:43 Introduction to Meeting Specialties

Wordmaster – **Name**

Poetmaster – **Name**

Jokemaster – **Name**

7:50 Table Topics – **Table Topics Master Name**

Timer's Report and Vote Collection

Timer Name and Vote Counter Name

8:00 Break

8:05 Speaker Introductions – **Your name**

1. **Speech #5 Vocal Variety**

"**Speech Title**"

\*request comments for speaker

**Speaker Name (5-7 min.)**

2. **Speech #5 Vocal Variety**

"**Speech Title**"

\*request comments for speaker

**Speaker Name (5-7 min.)**

3. **Advanced Manual Storytelling**

"**Speech Title**"

\*request comments for speaker

**Speaker Name (5-7 min.)**

4. **Advanced Manual Storytelling**

"**Speech Title**"

\*request comments for speaker

**Speaker Name (5-7 min.)**

Timer's Report and Vote Collection

**Timer Name and Vote Counter Name**

Introduce General Evaluator – **Your name**

8:40 Evaluator Introductions – **General Evaluator name**

1. **Evaluator 1 name** evaluating **Speaker 1 name**

2. **Evaluator 2 name** evaluating **Speaker 2 name**

3. **Evaluator 3 name** evaluating **Speaker 3 name**

4. **Evaluator 4 name** evaluating **Speaker 4 name**

Timer's Report and Vote Collection

**Timer Name and Vote Counter Name**

8:52 General Meeting Evaluation – **General Evaluator name**

8:57 Presentation of Awards – **Your name & President's name**

8:58 President's Closing Remarks – **President's name**