

TOASTMASTER OF THE EVENING

Explain what your job as Toastmaster is if there are guests present: The Toastmaster chairs the meeting and is responsible for moving the meeting along. A Toastmaster of the Evening gains experience that can be transferred into the business world as chairperson of events or meetings. TM also manages the time so meetings end as scheduled.

Introduce your theme and begin by sharing a few points.

Call on the Word/Joke person _____

Give a few more of your points.

Call on the Table Topic Master _____

Participants: _____

Comment on any Table Topics if you wish. Then give a few more points. Remind the audience to vote for the Best Table Topic Speaker. You may want to name off each of those who participated in Table Topics.

Ask the Timer, _____, for a 10-15 minute break, depending on the time and if your club takes breaks ☺

Call the meeting back to order.

*Give a few more points.

Introduce the first speaker: _____

*Give a few more points.

Introduce the second speaker: _____

*Give a few more points.

Introduce the third speaker: _____

*Give a few more points.

Remind the audience to vote for the best and most improved speakers.

Introduce the Master Evaluator

*Give a few more points.

Remind the audience to vote for the best evaluator.

If guests are present, ask them to say a few words.

Relinquish control of the lectern to the President _____

*Depending on the time, you may need to eliminate some of your points.