**TOASTMASTER SCRIPT**

We thought it might be helpful, if you could see a map for the role of Toastmaster.

The **presiding Club Officer** will:

Call the meeting to order,

Welcome and Introduce Guests

Introduce the Toastmaster of the Evening – **be sure to provide the President or presiding Club Officer with your personal introduction.**

**Note: Speaker order may be changed by request, at your discretion or as needed)**

As **Toastmaster,** you will:

Share any changes to the agenda with the audience.

Introduce each reporter, asking them to explain their roles

**Grammarian** – Allow the grammarian to introduce the word of the day and explain his/her role

**Ah-**counter – Allow the ah counter to explain his/her role

**Timer** – Allow the timer to explain his/her role – (advise that the timers’ instructions are inside the green folder

**General Evaluator** - Allow the general evaluator to explain his/her role

**TopicsMaster** – Allow the topics master to explain his/her role

Let the audience know that we will now hear our speaker presentations:

**INTRODUCE 1ST SPEAKER:**

Announce the speech intro information (speaker bio info, speech info, time limit, etc.)

Please join me in welcoming Toastmaster XYZ, who will share with us…. (title of speech)

Shake hands with the speaker and return to your seating area. When speaker is finished – return to the lectern and shake the speaker’s hand.

*Insert your transition statement here – i.e. provide a personal note about the speech, etc.*

Introduce the next speaker.

**INTRODUCE 2ND SPEAKER:**

Announce the speech intro information (speaker bio info, speech info, time limit, etc.)

Please join me in welcoming Toastmaster XYZ, who will share with us…. (title of speech)

Note: Shake hands with the speaker and return to your seating area. When the speaker is finished – return to the lectern and shake the speaker’s hand.

*Insert your transition statement here – i.e. provide a personal note about the speech, etc.*

Introduce the next speaker.

**INTRODUCE 3rd SPEAKER (if needed):**

Announce the speech intro information (speaker bio info, speech info, time limit, etc.)

Please join me in welcoming Toastmaster XYZ, who will share with us…. (title of speech)

Shake hands with the speaker and return to your seating area. When speaker is finished – return to the lectern and shake the speaker’s hand.

*Insert your transition statement here – i.e. provide a personal note about the speech, etc.*

**Ask the time to time our 3 minute break.**

This is when our evaluators have time to fill in evaluations and members can use the restroom, refill water, and get to know each other and guests.

**Ask Evaluators if they need a few extra minutes to finish their evaluations,**

* **If “NO” then move on.**
* **If “Yes” then give them another minute as needed** – when we regroup welcome everyone back and move on.

**NEXT ON THE AGENDA:**

Call the Table Topics Master to the lectern

When the Table Topics Master is finished,

*Insert your transition statement here – i.e. provide a personal note about Table Topics, etc.*

**Next, call the General Evaluator to the lectern (If we don’t have one, you are facilitating the duties below).**

**GENERAL EVALUATOR will facilitate:**

**Introduces Speech Evaluators –**

* Speech Evaluator #1
* Speech Evaluator #2
* Speech Evaluator #3
* Speech Evaluator #4 (if needed)

**Meeting Reports** –

* Ask **Timer** to give their report
* Ask **Ah-Counter** to give their report
* Ask **Grammarian** to give their report
* You, **General Evaluator,** then give your thoughts/feedback on the meeting (This is the General Evaluator (GE) report)

General evaluator (or you) will then return the meeting to ***presiding officer***

**Presiding Officer WILL THEN TAKE CONTROL OF THE LECTERN WHEN THE GENERAL EVALUATOR SECTION IS COMPLETE**

* Perform a Guest check (re-introduce Guests and ask them to give their impressions or to provide feedback on the meeting)
* Comment on the meeting, if you have anything you would like to share regarding progress or use of time, anything you thought someone did especially well.

**TIPS!!!!!!!**

* Request speaker bios and speech introductions be provided prior to the meeting day.
* Remember never leave the lectern unattended.
* After greeting the speaker exit opposite the entrance of the speaker.
* If you need assistance, just ask or look to a club officer and we will provide any needed guidance or feedback.
* Be mindful of time. It is acceptable to shorten the Table Topics agenda item, if necessary.
* RELAX, BE ENTHUSIASTIC, BE YOURSELF AND HAVE FUN!!!