

When You Are the Toastmaster of the Evening - Richard's tips

Preparation before the meeting

- Arrive at the venue at least 15 minutes before meeting starts.
- Interview the speakers, Table Topics Master and Evaluation chairman. Ask how to introduce them and/or their view on the Theme of the Meeting.
- You can write down the introductions on small cards (to look more professional!)
- **Theme:** Talk about the theme throughout the meeting. You can link the theme by talking about it at the beginning of each portion. Opening Meeting, Prepared Speeches, Table Topics, Evaluations, Conclusion; and introduce the speakers with respect to the theme.

Meeting starts and before break

- After the President hands control to you, explain to the audience you are the host of the meeting/MC and your duty is to ensure the meeting runs smoothly.
- Ask that they turn off their phones, or switch them to silent.
- Announce any changes to the agenda.
- Explain applause and any protocol (Acknowledging the TM, no empty stage)- specially if new speakers or guests present.
- Invite the role players: Time Keeper, Ah Counter and Grammarian to explain their roles. Be ready to add detail if they are nervous or miss points.
- Invite the evaluator to read objectives of speeches
- Do introduction for speaker if required plus ensure Sgt sets up stage (be aware of needs)
- Ladies and gentlemen please welcome Name, with their speech entitled ; speech title, name - Lead applause
- Smile, shake hands with speaker - stand at chair - wait to be acknowledged.
- Lead the applause after speaker finished, be ready to take stage once they done.
- Bridge the speeches with short humorous insights. (time dependant, add more insight into theme, if short of time - drop theme bridging)
- Repeat for all speakers.
- Time keeper's report
- Announce break (length of break depends on time) - Be aware current time vs programme time

After the break

- Welcome back - resume with quote or theme comment. (cell off reminder)
- Invite up Table Topics Master for Table Topics session.
- Invite Evaluation chairman (by name) to lead Evaluation session.
- Remind the audience to vote for best speakers and ask the SAA to collect the feedback form.
- Ask Time Keeper, Ah Counter and Grammarian for their reports.
- Invite General Evaluator for General Evaluation session.
- Return control to the President (I yield control to the President).
- Use your imagination and creativity to make the meeting fun with laughter!
- Refer to pages 75 and 76 in Communication and Leadership Program manual for more detail. Have fun!