

The Toastmaster needs:

A pen; copy of the programme.

At least one week before the meeting, you will need to decide if this meeting has a THEME. If you choose a theme, you should communicate this to all expected participants, so other roles have the opportunity of incorporating this theme into their segments (ie. Word / Thought / Table Topics).

A few days before the meeting, you should contact the scheduled speakers to confirm their attendance and:

- ask each speaker to provide their Speech Title, a short introduction for their speech topic and details of the manual & project number to which their speech relates.
- ask them to bring this information to the meeting, to give to their Evaluator
- ask if there are any special needs for their speech (eg. screen & projector / props assistant / demonstration table) and whether they have made the necessary arrangements for assistance

Before the meeting, please arrive early to:

- use your copy of the programme to establish all scheduled participants are present and prepared for their roles
- find replacement volunteers to fill any roles due to any absenteeism

At the start of the meeting:

- announce any changes to the programme methodically
- warmly welcome any guests by name
- set the THEME for the evening, if you have chosen one

You are now Master of Ceremonies. Preferably, you will conduct your role from the front of the room and have a seat nearby. It is customary to shake the hand of the person you have just introduced as a sign that you have handed over the “floor” to them. When they have finished, be ready to meet them at the front of the room and shake their hand to symbolically take the “floor” back from them. At all times, it is the Toastmaster’s responsibility to lead the applause for all comings and goings to the front of the room.

It is your job to:

- keep the meeting operating effectively
- introduce each role on the programme, stating what is expected from that segment
- provide a segue (to make a transition from one thing to another smoothly and without interruption) between each meeting segment, incorporating (your theme &) positive acknowledgement for role participants
- guide and intervene if necessary, if the meeting starts to go “off track”
- hand over to the President (or VPE in the President’s absence) to close the meeting