



SUMMIT TOASTMASTERS

Toastmaster Worksheet

As Toastmaster, you are responsible for coordinating all aspects of the meeting. Timely and ample preparation prior to the meeting is critical to success.

Week prior to meeting...

- ☐ **(CRITICAL)** Confirm all assigned roles: timer, ah-counter, grammarian evaluator, vocabulary evaluator, table topics master; through direct email and/or phone contact with those members.
- ☐ Prepare speech introductions of confirmed speakers.
- ☐ Prepare commentary or “filler” notes, in case of emergency (see directive below).

Day prior to meeting...

- ☐ Complete final agenda (coordinate with Table Topics Master) and produce copies.

Upon arrival...

- ☐ Coordinate desired room set-up and orientation with SAA.
- ☐ Confirm any role players you have not seen – enlist “hot seat” member (if available), as needed.
- ☐ Assign “volunteers” roles – listeners/commentators, vote counter.
- ☐ Ask timer to take center most seat.
- ☐ Pair the evaluator with the speaker.
- ☐ Request all speakers sit nearest podium or else approach podium during their intro.
- ☐ Confirm Table Topics Master is prepared and sensitive to timing.
- ☐ Ask for and jot down any names you do not know – new members, guests.
- ☐ Check time. Roam and get members settled just prior to starting time.

During Meeting...

- ☐ Use “filler” only for an unexpected need to fill time (i.e. AV issue, delays, etc.).
- ☐ Start the applause for anyone coming to the lectern/podium.
- ☐ Do not leave the lectern/podium unattended.
- ☐ Do not start an introduction until you have complete audience attention.

Toastmaster Template

Greet People at lectern/podium

Opening comments/reminders (turn off phones, etc.)

Announce volunteer role assignments:

Listeners/Commentators: _____

Vote Counter: _____

Confirm evaluation pairings (if not completed prior to meeting start)

Introduce Educational Opener _____

Introduce the Word Master _____

Introduce Table Topics Master _____

10 Table Topics for small group conversations

Remind members to vote for best table topics <pause>

(Confirm all votes are complete – request that votes be handed to vote counter before end of break)

Announce break and resume time

Roam to get folks settled

Bang gavel to resume meeting

(Wait for full audience attention)

Introduce Table Topics Speaker #1

<insert intro here>

Ask members to complete comments

(Wait for full audience attention)

Introduce Table Topics Speaker #2

<insert intro here>

Ask members to complete comments

(Wait for full audience attention)

Introduce Guest Speaker #3

<insert intro here>

Ask members to complete comments

(Wait for full audience attention)

Introduce Guest Speaker #4

<insert intro here>

Ask members to complete comments

******Request timer to report speech times******

Remind members to vote for best speaker <pause>

(Confirm all votes are complete and en route to counter)

Introduce Evaluator #1 _____

Introduce Evaluator #2 _____

Remind members to vote for best evaluator <pause>

(Confirm all votes are complete and en route to counter)

Call for Timer report

Request results from vote counter

Present awards

Introduce Master Evaluator _____

(Master Evaluator will turn meeting back over to Toastmaster)