

# East Galway Speakers Toastmaster Script

Version 1.0



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# Speaker Notes

<b>Speaker One</b>
Name:
Pathway:
.
Level:
Project:
Purpose:
Speech Title:
Time allowed:
Evaluator:
Introduction needed?:

<b><i>Speaker Two</i></b>
Name:
Pathway:
.
Level:
Project:
Purpose:
Speech Title:
Time allowed:
Evaluator:
Introduction needed?:

<b>Speaker Three</b>
Name:
Pathway:
.
Level:
Project:
Purpose:
Speech Title:
Time allowed:
Evaluator:
Introduction needed?:

<b>Speaker Four</b>
Name:
Pathway:
.
Level:
Project:
Purpose:
Speech Title:
Time allowed:
Evaluator:
Introduction needed?:

Role	Filled by	Here?	Changes?
President			
Toastmaster	You!		
Topicsmaster			
Sergeant at Arms			
Grammarian			
Ah Counter			
Timekeeper			
Creative Corner			
General Evaluator			
Speaker 1			
Speaker 2			
Speaker 3			
Speaker 4			
Evaluator 1			
Evaluator 2			
Evaluator 3			
Evaluator 4			
Other			

## Meeting Start

The president will give thier opening and then introduce you. Wait for them to sit down<sup>1</sup> *before* you starting speaking.

Thank you President (insert surname).

Fellow Toastmasters and welcome guests welcome to the \_\_\_\_\_ (insert number of meeting) of East Galway Speakers. Our theme this evening is

Now give your opening address as preprepared. Using this space to write it out if you needed. This can be styled to the theme of the night.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Formalities

In your own words let people know the following information:

1. Where the emergency exits are.
2. Where the toilets are.
3. That all phones and/or electronic devices should be off or on silent.
4. Changes to the agenda. (If someone else is filling a role or if a speech has been cancelled)

***Explain the meeting format.***

The meeting is split into two halves. The first half will be lead by myself and will see the introduction of the officers, our table topics session, then we'll hear from our (insert

<sup>1</sup> Everyone should always wait for the toastmasters, speaker, whoever, to sit down before they start speaking - regardless of role.

the number of speeches) speakers. We'll then have a break for refreshments and after that our General Evaluator will lead us through the second half of the meeting.

### ***Introduce the Officers***

I would now like to introduce the officers for the evening and ask them to explain thier role. If some roles aren't filled then skip them. If they are not on the agenda there is no need to annoucen them either. As Toastmaster it is your job to lead the applause. As each person speaks make sure you are sitting down. Do not introuce the next officer until the previous one has got back to thier seat. There is no need to thank each speaker after they've spoken but you can if you wish.

1. Our Sergeant at Arms this evening is \_\_\_\_\_. Please welcome them to lectern to expalin thier role.
2. Our Zoom Master this evening is \_\_\_\_\_. Please welcome them to lectern to expalin thier role.
3. Our Ah Counter this evening is \_\_\_\_\_. Please welcome them to lectern to expalin thier role.
4. Our Grammarian this evening is \_\_\_\_\_. Please welcome them to lectern to expalin thier role.
5. Our Time Keeper this evening is \_\_\_\_\_. Please welcome them to lectern to expalin thier role.
6. Our Creative Corner this evening is \_\_\_\_\_. Please welcome them to lectern to expalin thier role.
7. Our General Evaluator this evening is \_\_\_\_\_. Please welcome them to lectern to expalin thier role.

I would now like to welcome out Topics Master, \_\_\_\_\_ to introduce them role and lead us through the next section of the meeting.

Sit down. Relax. Well done. You got through the first part.



## After Topics

It's now time for the prepared speeches. Here's a few things to remember:

1. It helps the audience understand why the speaker is up there if you read out the pathway, level and project, and the purpose of the speech. Remember, some people might not be speaking from Pathway. Explain the reason for the speech if it's not a Pathway
2. When the speaker arrives at the lectern shake their right hand and hand them the gavel with your left.
3. Lead the applause and sit down promptly.
4. "First speaker, second speaker" and so on. NEVER "Our final speaker"

The script below is for four speakers. If you have less just move on to page 19 once the last speaker has spoken. You can use the script below OR use your own words and take the information from the tables you completed leading up to the meeting, on pages 6 to 9.

Our first speaker this evening is \_\_\_\_\_

They are speaking from the \_\_\_\_\_ pathway and this is level \_\_\_\_\_ project \_\_\_\_\_. The purpose of this project is \_\_\_\_\_

\_\_\_\_\_.

They will be evaluated by \_\_\_\_\_ and have a time of \_\_\_\_\_.

With a speech entitled \_\_\_\_\_ please welcome \_\_\_\_\_.

Shake hands, hand them the gavel, sit down.

Upon completion of their speech, shake hands, take the gavel, wait for the speaker to sit down before speaking.

To the time keeper:

Can I get the time the first speaker please. Note the time here: \_\_\_\_\_ (You may be asked for it!)

Our second speaker this evening is \_\_\_\_\_

They are speaking from the \_\_\_\_\_ pathway and  
this is level \_\_\_\_\_ project \_\_\_\_\_. The purpose of this project is \_\_\_\_\_

\_\_\_\_\_.

They will be evaluated by \_\_\_\_\_ and have a  
time of \_\_\_\_\_.

With a speech entitled \_\_\_\_\_ please  
welcome \_\_\_\_\_.

Shake hands, hand them the gavel, sit down.

Upon completion of their speech, shake hands, take the gavel, wait for the speaker to sit  
down before speaking.

To the time keeper:

Can I get the time the second speaker please. Note the time here: \_\_\_\_\_ (You may be  
asked for it!)

Our third speaker this evening is \_\_\_\_\_

They are speaking from the \_\_\_\_\_ pathway and  
this is level \_\_\_\_\_ project \_\_\_\_\_. The purpose of this project is \_\_\_\_\_

\_\_\_\_\_.

They will be evaluated by \_\_\_\_\_ and have a  
time of \_\_\_\_\_.

With a speech entitled \_\_\_\_\_ please  
welcome \_\_\_\_\_.

Shake hands, hand them the gavel, sit down.

Upon completion of their speech, shake hands, take the gavel, wait for the speaker to sit  
down before speaking.

To the time keeper:

Can I get the time the third speaker please. Note the time here: \_\_\_\_\_ (You may be asked  
for it!)

Our fourth speaker this evening is \_\_\_\_\_

They are speaking from the \_\_\_\_\_ pathway and  
this is level \_\_\_\_\_ project \_\_\_\_\_. The purpose of this project is \_\_\_\_\_

\_\_\_\_\_.

They will be evaluated by \_\_\_\_\_ and have a  
time of \_\_\_\_\_.

With a speech entitled \_\_\_\_\_ please  
welcome \_\_\_\_\_.

Shake hands, hand them the gavel, sit down.

Upon completion of their speech, shake hands, take the gavel, wait for the speaker to sit  
down before speaking.

To the time keeper:

Can I get the time the fourth speaker please. Note the time here: \_\_\_\_\_ (You may be  
asked for it!)

## Ending Your Section of the Meeting

Use the script below or use your own words. Remember, you're not closing the meeting,  
you're just handing over control. DO NOT sound the gavel!

That concludes the first half of the meeting, I would like to thank you for participation and  
attention. We will now take a break for \_\_\_\_\_ minutes and when we return our General  
Evaluator will lead us through the second half of the meeting.

Well done! You did it! Go get a cuppa and relax.