**TOASTMASTERS CLUB CHAPTER MEETING # XX**

TOASTMASTER OF THE DAY: NAME

Good Afternoon Presiding Officer [not president], Division Director (if Seema or other DD is present), Area Director (if Sanket or other AD is present), fellow Toastmasters & guests! Welcome to another exciting programme of fun & learning at the (XX ) chapter meeting of Aundh Toastmasters club.

I am (Put your name). Your host for this evening!

Introduction of theme…(for 2-3 mins )

Let me explain the program for today, for the benefit of the guests. We have 2 sessions.

* The first half will consist of prepared speeches. (Put correct number,e.g.—“Four”) speakers will attempt to deliver their speeches based on certain objectives. Followed by impromptu speaking is the round robin & table topics section for Toastmasters & Guests.
* The second half will be for Evaluation for prepared speeches, role players reports and Moments of glory.
* Mention {if any additional section like education session, MoT or special event etc}
* {There are certain changes in the programme agenda sheet which is distributed to you. Please note that ..............will replace ................. etc.}

**Let me remind all prepared speakers to share their evaluation sheets with their respective evaluators. Let us do that NOW.**

Let me introduce my fellow colleagues who will help me in the control & conduct of this evening.

To keep track of the time, we have (Introduction of Timer) . Please welcome Timer’s name\_\_\_\_\_\_.

**Timer comes on the stage and explains his/her role**

To give us the critical feedback of the language that we use, we have (Introduction of LE). He/She will also introduce the Word of the Day and Phrase of the Day. Let us welcome Toastmaster LE’s Name

**LE comes on stage**

To act as an ah counter, we have a (Introduction of Ah counter) . Please welcome Ah counter’s name

**Ah counter on stage**

We also have someone who is observing the entire conduct of the meeting in detail and will provide us critical feedback at the end. He/She will also conduct evaluation session. To act as General Evaluator, we have a (Introduction of the GE). Can we have a round of applause for GE’s name

**{No need to call GE on stage, only applause is required}**

* Let’s begin with our first section with prepared speeches from communication manuals.

Each Project has a specific time limit & certain fixed objectives. That's why we call it as a project.

Each project teaches us some aspect of public speaking such as, body language or vocal variety or persuasive skill. The speakers will try to learn various such aspects in their speeches.

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: The first speaker will attempt ­Project---# 1 . Title e.g. The Ice Breaker / Pathways Level 1/2/3/4/5, project 2 from XYZ Path.

The

E

valuator for this speech is **Introduction of the evaluator : Name**

I request TM (The Evaluator) to read out the objectives of the speech.

The

T

ime allowed is (4 to 6 – this may change - Pls check speech timing from each speaker) min. meaning the lighting sequence is

Green at 4 min, Yellow at 5 min & Red at 6 min

The buzzer will sound at (6 &1/2 min).

The

S

peaker is a --- (Intro of the speaker) (Don't reveal name until end of intro.)

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**Let's welcome Toastmaster Name, Title of the speech, Title of the speech, Name**

Let us pause for 1 Minute to write feedback for this speaker. Pl write feedback on the slips provided, but do not hand over to the speaker now. Please wait till the break for that!

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: The Second speaker will attempt ­Project---# 4 . Title How to say it . The

The

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valuator for this speech is **Introduction of the evaluator : Name**

I request TM (The Evaluator) to read out the objectives of the speech.

The

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ime allowed is (5 to 7) min. meaning the lighting sequence is

Green at 5 min, Yellow at 6 min & Red at 7 min

The buzzer will sound at (7 &1/2 min).

The

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peaker is a --- (Intro of the speaker) (Don't reveal name until end of intro.)

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**Let's welcome Toastmaster Name, Title of the speech, Title of the speech, Name**

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: The Third speaker will attempt Advance Communication Silver Project 5 . Title Speaking after dinner . The

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valuator for this speech is **Introduction of the evaluator : Name**

I request TM (The Evaluator) to read out the objectives of the speech.

The

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ime allowed is (8 to 10 ) min. meaning the lighting sequence is

Green at 8 min, Yellow at 9 min & Red at 10 min

The buzzer will sound at (10 &1/2 min).

The

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peaker is a --- (Intro of the speaker) (Don't reveal name until end of intro.)

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**Let's welcome Toastmaster Name, Title of the speech, Title of the speech, Name**

**Above shall repeat for all prepared speakers.. If more**

Let's have the timer's report now. Toastmaster - Timer’s name -, can you give us the exact timings of these 4 speeches?

Timer's Report

Let us cast our votes for the best speaker now. Speaker x,y, z (or all), qualify for the voting. Pls cast your vote on the voting ballot provided to you.

I request Seargent-at-arms <Name> to pls collect the ballots.

* Next part of first section is to test our ability to think fast & speak impromptu in the table topics session. The topic master is a (profession: e.g. Journalist) , she likes to test people & their nerves besides(hobbies:\_\_\_\_\_\_\_\_\_). Let's welcome Toastmaster name .....

HAND OVER TO THE TTM (Table Topic Master)

TTM to ask :

Let's ask the timer now:

Can you just tell us who qualifies for the best Table Topics Speaker ribbon? {Timer tells just that. Interrupt if he talks more than that!}

* Timer's Report

Thank you Toastmaster Timer’s name . Let's now cast our vote for the best Table Topic Speaker.

**TTM hands over to TMoD**

TMoD announces :

Let us take a short break now. We will resume the second session in five minutes at \_\_\_\_\_ pm

BIO BREAK

**2nd half**

* Welcome back! Now, it's time for the Evaluations.

I will call upon the stage the ‘General Evaluator’ who will take us through the evaluation section

Please help me welcome GE ‘GE’Name’. (Intro of GE)

After GE session is over and TMoD call you back on stage

* Thank you GE’s Name for the great evaluation session and feedback!

* Now we will vote for the best role player of the day.

The following qualify:

**SAA, Timer, Language Evaluator, Ah Counter, Table Topics Master, General Evaluator and Toastmaster of the day**

* Now it's the moment of glory for some of us. Let's invite our Presiding Officer [not president] to give away the awards, make announcements if any and to close the meeting. Please welcome <Name Officer> (Mention Presiding officer’s name who so ever is available for that meeting) back on stage.

THE PRESIDING OFFICER HANDS OVER THE CERTIFICATES AND GATHERS FEEDBACK FROM GUESTS PLUS SEEKS NAMES OF ROLE PLAYERS FOR THE NEXT MEETING.