

SERGEANT AT ARMS

The Sergeant at Arms sets up the meeting room, greets guests, and opens the meeting. Here is a sample script for opening the Toastmasters meeting.

[Step confidently to the lectern at the front of the room. Smile, look at the audience, rap the gavel twice to get everyone's attention, then proclaim:]

Good afternoon [morning, evening], fellow Toastmasters and distinguished guests.

[Place the gavel on the lectern.]

Welcome to [insert club name]. I am _____, the Sergeant at Arms for the club. Please rise to say [the Pledge of Allegiance] or [The Toastmaster's Promise].

Pledge of Allegiance—have a small flag on the lectern.

Toastmasters Promise—place on a large poster, or written in the club agenda:

“The mission of a Toastmasters club is to provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.”

Before we proceed, please turn off your cell phones or set them on silent mode.

Please welcome [say the name of the person on the agenda], our [insert role of the next person on the agenda].

[lead the applause; shake hands with the next person (usually Toastmaster or Club President), and take a seat.]