STEPS FOR BEING TOASTMASTER

Before the meeting

1. President will send TM an updated sign-up sheet

2. TM decides on a theme for the meeting

3. TM sends out an email on Friday to club members to obtain
   - Speaker's speech number, title, time, brief introduction
   - Table Topics title
   - Grammarian's word of the day
   - Volunteers for the unfilled roles
   - Reminds speakers to bring their manuals

4. TM manages email communication to organize club members and set role expectations prior to the meeting

5. TM creates the agenda for the meeting and prints copies to hand out at the meeting
   - Agenda template sent as separate file

6. TM prints the word of the day template

7. TM tapes the word of the day template to the lectern

Email Template

BEGIN TEMPLATE*******************************

Subject: Menlo Park Toastmasters [DATE] Meeting

Dear Menlo Park Toastmasters,

I am delighted to be our toastmaster for our [DATE] meeting. Our theme will be [THEME].

We still have [OPEN ROLES] if anybody would like to take the opportunity to fill that role. Below is our sign in sheet. Please let us know as soon as possible if you cannot fulfill your role so that we can find a replacement

Speakers: [NAMES] please provide Speech title, Time, Manuel speech number and a short introduction.
Table Topics: [NAME], please provide the Table Topics Theme. Grammarian: [NAME], please provide the Word of the Day, definition and sample sentence.
General Evaluator: [NAME]
Evaluators: [NAMES]
Ah Counter: [NAME]
Timer: [NAME]
Jokemaster: [NAME]
Tip of the Day: [NAME]

Steps for Conducting the Meeting

1. President introduces Toastmaster

2. TM makes opening remarks

3. TM asks Timer, Grammarian/Word of the Day, Ah Counter to describe roles

4. TM asks for Joke of the Day and Tip of the Day

5. TM introduces Evaluator 1, who reads objectives for Speaker 1.

6. TM introduces Speaker 1.

7. TM asks for 1 minute of silence to write comments for Speaker 1

8. TM introduces Evaluator 2

9. TM introduces Speaker 2

10. TM asks for 1 minute of silence to write comments for Speaker

11. TM introduces Table Topics presenter

12. TM introduces General Evaluator

      GE introduces Evaluator 1 then 2

      GE asks for Timer's report

      GE asks Grammarian and Ah Counter for reports

      GE evaluates meeting

      GE invites TM back to podium

12. TM invites President back to podium