



Word Weavers' Guide for TOASTMASTER OF THE EVENING

Before the Meeting starts:

- Receive the finalized agenda from the *VP Education*.
- Receive speech titles from *Speakers*. Ask whether they need introductions or to set up props.
- Make sure to choose a seat in the front.
- Check with the *President* who asks an “introductory question” in case you would like to do it.

During the Meeting:

- Receive control of the lectern from the *President*.
- Give an overview of the meeting, in particular announce who has the roles that are not filled on the printed agenda.
- Turn over control to the *Table Topics Master*.
- Receive control from the *Table Topics Master* and lead through speeches, each time:
 - Ask the *Evaluator* to read the objectives (make sure timing is announced).
 - Introduce the *Speaker* by announcing his name and speech title.
 - Ask the speaker whether he or she needs the lectern and move it accordingly.
 - After the speech, thank the speaker and refer to the speech with few words if you like.
- Watch the time and the waiter and decide when to have dinner, possibly between speeches, when appropriate (feel free to recheck with club officers if you are unsure.)
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- Watch the time during the **dinner break** and decide when to continue (make sure evaluators are ready, recheck with officers if you are not sure.) Feel free to use the gavel for restart.
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- Continue the meeting, announce *Table Topics' Evaluator* and *Speech Evaluators*.
- Ask for audience comments on speeches, either after each evaluation separately or only after all evaluations. Allow comments depending on what time permits. Ask for short comments but don't allow discussions. If there is not enough time, skip this point or make it short and ask people to please give comments as notes or verbally to the speakers after the meeting.
- Ask for *Timer's*, *Grammarian's* and *Ah-Counter's* report. (They stay seated).
- Turn over control to the *VPEd* to prepare the next meeting.

Don't forget to:

- Always shake hands when a speaker comes to and leaves from the lectern.
- Encourage applause while a speaker comes to and leaves from the lectern.
- Never leave the lectern unattended.

As *Toastmaster of the Evening* you lead through the meeting and have the control. You set the mood and can comment in between on whatever you like. Remember: **Enthusiasm is contagious.**

However, try to stay in time and finish at 9.30. Overtime may occur when there are many speeches, as crucial meeting parts of course cannot be skipped. Do not rush but try to avoid unnecessary additional comments.

Have fun!