



SAFRA TOASTMASTERS CLUB

Project Speakers Checklist

Before the Meeting

- ❖ Check your speaking schedule with the Vice-President of Education (VPE)
- ❖ Find out who will be evaluating you from the VPE. Discuss with the evaluator your speech goals and concerns. Highlight areas that you think might need polishing.
- ❖ Practice well in advance. Avoid going through your notes/speech during the meeting while others are speaking.
- ❖ Arrive early and check room arrangements.
- ❖ Sit near the lectern for easy access.
- ❖ Remember to bring along your speech manual and give it to your Evaluator before meeting starts.

During the Meeting

- ❖ Give full attention to other speakers.
- ❖ Practice proper protocol when greeting your audience. In SAFRA since the meeting is in the afternoon the correct protocol is "Good Afternoon Mr. President, Fellow Toastmasters and Guests". If no non-toastmaster guests are present you can just say "Good Afternoon Mr. President, Fellow Toastmasters."
- ❖ Never thank your audience (they should be thanking you for your speech preparation). Simply return control to the Toastmaster of the Day (TMD). Wait for the TMD to return to the lectern before you return to your seat.
- ❖ Listen and take notes when you are being evaluated. Pay attention also to suggestions from other members.

After the Meeting

- ❖ *Get your manual from the Evaluator. Discuss questions and seek clarification if necessary.*
- ❖ *Get the VPE to initial the project completion record in your manual.*