

MEETING OVERVIEW

- ⇒ Please arrive 5 minutes early to get settled
- ⇒ Make dinner order
- ⇒ Talk with guests, making them feel welcome and introducing them to those around them

In order at the lectern:

1. **President** opens the meeting at 7 pm
 - a. Opening comments
 - b. Guest introductions
 - c. Opening question: ½ - 1 ½ minute answer
 - d. Fill agenda
2. **TOASTMASTER**
 - a. Ask functionaries to explain duties
 - b. Introduce table topics master
3. **Table Topics Master**
 - a. Different questions: 1-2 minute speech
 - b. Vote for the best Table Topics speech
4. **TOASTMASTER**: Introduce Speaker #1 (or Special Event)
5. **Speaker #1**
6. **TOASTMASTER**: Introduce Speaker #2
7. **Speaker #2**
8. **TOASTMASTER**
 - a. Ask timer if the speeches fell within time limits
 - b. Vote for best Speaker
 - c. Introduce the General Evaluator
9. **GENERALEVALUATOR**: Introduce Evaluator #1
10. **Evaluator #1**: Evaluate Speaker #1
11. **GENERALEVALUATOR**: Introduce Evaluator #2
12. **Evaluator #2**: Evaluate Speaker #2
13. **GENERALEVALUATOR**
 - a. Vote for best Evaluator
 - b. Evaluate Evaluators
 - c. Any additional comments on speakers
 - d. Call on Grammarian, Gesture Monitor, and “Ah” counter
 - e. General overview of meeting
14. **President**
 - a. Closing comments
 - b. Announcements
 - c. Call on vote counter

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TOASTMASTER

1. Before the meeting:
 - a) Talk with the table topics master, general evaluator, and each speaker prior to the meeting and find out:
 - Some personal information to be used your introduction
 - For the speakers, the speech number, a speech of the speech, the title of the speech, the length of the speech, and the name of manual that speech was taken from.
 - This is best accomplished during the week prior to the meeting.

2. Duties at the lectern:
 - a) After the opening question and the completion of the agenda, the president will turn control of the meeting over to you.
 - b) Shake hands with the president, going in front of him to the lectern.
 - c) Thank the president and make your opening comments. Opening comments should consist of general topical remarks intended to put the audience at ease.
 - d) Introduce the functionaries. For each functionary:
 - i) State the functionary title.
 - ii) Introduce the person who will be performing the functionary task.
 - iii) Ask the person to stand and explain the duties of his/her function.
 - iv) Lead applause after each presentation.
 - e) Introduce table topics master. Shake hands, allowing him/her to go in front of you to the lectern.
 - f) At the completion of table topics, the Table Topics Master will return control of the meeting back to you. You walk in front after shaking hands.
 - g) Present each Speaker
 - i) Give the Speaker's full name.
 - ii) Introduce the Speaker to the audience by using the information collected before the meeting. For each speaker, give the (1) title of the speech, (2) time of the speech, and (3) number of speech in the manual.
 - iii) At the end of each speech, lead the audience in applause while returning to the lectern.
 - iv) Shake hands with the Speaker, going in front of the speaker. Thank him/her and make a few positive remarks before introducing the next Speaker.
 - v) Remind the audience that they may write notes to Speakers.

- h) Ask the Timer if all speeches fell within time limits.
- i) Ask the audience to vote for best Speaker.
- j) Introduce the General Evaluator, giving a nice introduction.

TABLE TOPICS

Preparation – Ideally, all of the questions should be centered around a theme. That is not a requirement, though, but rather a suggestion.

Opening:

- Shake hands with the toastmaster when introduced, walking in front of the toastmaster to take the lectern. Explain why we have table topics, e.g., to help us learn to speak on our feet. Explain your theme and why you selected it.
- Ask questions to members first so that the guests can see how it's done.
- Recap the timing requirements, e.g., explain that each participant should strive to speak within the time limit in order to qualify for the voting. Time requirements are that each response should be between 1-2 minutes.

Presenting Questions:

- Read the question first, and then choose the person who will answer the question.
- Do not give question to the people who will be speaking, as they will have a speaking opportunity later in the meeting.
- Stay at the lectern while each person answers his/her question.
- Recap each response at the end of the session, prior to returning control to the toastmaster.
- Ask for members to vote for the best table topics response.
- Return meeting back to toastmaster. Walk behind the toastmaster after you shake hands.

GENERAL EVALUATOR

Duties:

1. After the toastmaster has asked the audience to vote for best speaker, the toastmaster will turn control of the meeting over to you. Shake hands with the toastmaster and walk in front of him/her to take the lectern.
2. Thank the toastmaster and make your opening comments. Explain that the meeting is divided into two sections, the speaking section and the evaluation section. Explain the importance of the evaluation section, which is to assess our performances so that we can improve.
3. Present each speech evaluator.
 - a) Give the evaluator's full name.
 - b) At the end of the evaluation, lead the audience in applause while returning to the lectern.
 - c) Shake hands with the evaluator, thank him/her, and make a few positive remarks before introducing the next evaluator.
5. Ask the audience to vote for best evaluator.
6. Call on each functionary to report on his/her duties.
7. Give a general evaluation of the meeting.

SUGGESTIONS for GENERAL EVALUATION OF THE MEETING

- Timeliness of meeting
 - Opening question and how president handled his duties
 - Improvement of individual members
 - Comments about speakers that the evaluators may have overlooked
 - Comment on evaluators
 - How well the meeting was organized
 - Comments on table topics
 - Performance of functionary tasks (positive or needs improvement)
 - Preparation level of speeches
 - Comments on how the Toastmaster ran the meeting
 - Do not repeat what the evaluators just reported
8. Return control of the meeting back to the president.

GESTURE MONITOR

Explain the following:

- Will take notice of:

Position of hands (i.e., held in front, behind back)

Confusing gestures, ones that were contrary to subject

Noteworthy gestures, ones that emphasized a point or concept

Improvements noted for individual members

- Will report findings at the end of meeting.

AH COUNTER

Explain the following:

- Will count extraneous words such as:
AH
UM
YOU KNOW
AND AH
'double clutches' (AND AND, THE THE, etc.)
- **Optional:** Will use the clicker to denote AHs (UMs, YOU KNOWs, etc.)
- Will report findings at the end of meeting.

GRAMMARIAN

Explain the following:

- Will take notice of:
 - Words used incorrectly - pronunciation
 - Non-existent words
 - Improper phrases
 - Incorrect quotes or references
 - Noteworthy words, phrases, passages, references, quotations, etc.
- Will report findings at the end of meeting.

TIMER

Explain the following:

- Which orations will be timed:

Table Topics
Speeches
Evaluations

- The lower and upper time limits:

Table Topics:	1 to 2 minutes
Speeches:	Determined by manual
Evaluations:	2 to 3 minutes

- How the lights work:

Green Light:	Lower time limit, need to speak at least this long in order to qualify for voting
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Yellow Light:	Median time between the lower and upper time limit
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Red Light:	Upper time limit must finish up speech within 30 seconds of this time in order to qualify for voting
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- Will report after Table Topics, Speeches and Evaluations which participants qualified and which did not.

VOTE COUNTER

Explain the following:

- There is voting for the best Table Topics, best Speech and best Evaluator.
- Can only vote for persons who qualify to be within the time limit of their presentation. (When a club is full of new members this one is really hard to enforce and keep people trying again. I think this should be re-written. When preparing for a
 - In case of a tie, you will vote to break the tie.
 - It is best not to comment on how many votes someone wins or loses by
- The results for each category will be announced by the President at the end of the meeting.