

Guideline: Toastmaster of the Evening

The main role of the Toastmaster of the Evening is to act as a genial host and conduct the entire programme, including introducing participants. Participants should be introduced in a way that excites the audience and motivates them to listen. The Toastmaster of the Evening creates an atmosphere of interest, expectation and receptivity.

PRIOR TO THE MEETING - start preparation at least one week before the meeting!

1. **Are all roles filled?** Check the duty roster and ensure all roles are taken. Focus on the most important roles first like Speakers, the General Evaluator, the Table Topics Master and the Speech Evaluators because they are roles which require preparation. Easy roles like the Grammarian, Timer and Ah-Counter can be found on the night of the meeting, if necessary. Send out e-mails (over EasySpeak – first mail only to members) or call members without a role to get them interested.
2. **Select a theme.** Themes make meetings interesting and memorable. If you are new to the Toastmaster of the Evening role or are pressed for time, skip this step or come back to it later.
3. **Contact all program participants** to ensure that they are aware of their responsibilities. Send them the guidelines for their specific roles to enable them to conduct their role during the meeting. Remind each program participant to bring his/her CC and CL manual.
4. **Contact the speakers.** Ask speakers for the title of their speech, from which manual the speech is coming from and what the time limitations are. This is also a great time to ask the speakers what they will need for their speech, e.g. podium, black board, cork board, table for props, projector, laptop, etc.
If you are planning to write speaker introductions, this is also a good time to conduct a short interview (See step 11).
5. **Start editing the agenda.** There's a template online. Add speech titles, project numbers and speaker names. Order speakers by experience, most experienced last. (Some of this information might already be available on the EasySpeak website.)
6. **Contact the General Evaluator.** Confirm he/she is coming. Ask if he/she could help by calling the Speech Evaluators, Ah Counter, Timer and Grammarian. If you want, you can also discuss which speech evaluators should be assigned to which speakers.
If you are planning to write an introduction for the General Evaluator, this is also a good time to conduct a short interview.
7. **Contact the Table Topics Master.** Confirm he/she is coming. If you've picked out a theme for the evening, let him/her know. It would be nice if he/she could find a way to incorporate that theme. If you've already planned out the agenda, let him/her know how much time he/she will have and how many questions he/she should prepare. Remind him/her call for participants who do not already have a role.
If you are planning to write an introduction, this is also a good time to conduct the interview (See step 11).
8. **Contact the Club President.** Let him/her know what your theme is so he/she can prepare an appropriate question of the day. Find out who will be doing the business session, role assignments for the next meeting and how much time will be needed for the business session.
9. **Finish the Agenda.** Make sure the start times agree with the durations. Take the maximum speech time and pad each one with 3 minutes to account for applause,



introductions, the one minute of silence for feedback forms and speeches which run overtime. Calculate 20 minutes for two 5 - 7 minutes.

10. **Print Agendas.** You can ask the Vice President of Membership about the number of people who attended meetings in the last month to get an idea of how many agendas you should print out. At Power Speakers, we typically have around 20 people.
11. **Write Introductions** for the General Evaluator, Speakers and Table Topics Masters.

UPON ARRIVAL AT THE MEETING

- ✓ Arrive early in order to finish any last-minute details
- ✓ Check with speakers for any last-minute changes
 - If needed: check who of the speakers wants to have a detailed evaluation with eye contact, voice and body language evaluation
- ✓ Take place designated for the Toastmaster of the Evening

DURING THE MEETING

- ✓ Preside with sincerity, energy and decisiveness. Take your audience on a pleasant journey and make them feel that all is going well
- ✓ Always lead the applause after announcing the name of the speaker and inviting him to the lectern
- ✓ Remain standing near the lectern after your introduction until the speaker has acknowledged you and assumed control of the meeting, then be seated
- ✓ Avoid using “none other than”, “shall we put our hands together...”, etc.
- ✓ You may give short comments after each segment. A good Toastmaster of the Evening would be able to ad-lib (speak without advance preparation e.g. make use of what someone said earlier on during the meeting and weave it into your comments when you are making the transitions between segments).
- ✓ Keep track of timings to ensure that the meeting ends on time. Seek President’s advice when necessary.
- ✓ When a speaker has finished presenting, allocate 1 minute to allow the audience to provide written feedback for the speaker. Encourage them to do so when you are making the announcement. The Sergeant at Arms will collect the feedback and give to the respective speakers when collecting the votes.