



Guidelines for TM of the Day

My Checklist by Toastmaster, John Drinkwater, Epsom
Speakers Club

These are my personal checklists for running a slick meeting.

- These are based upon my experience at Epsom Speakers and other clubs I have visited

Before the Meeting

- All role holders should be confirmed
- All speakers should be confirmed
- The title of all speeches should have been confirmed
- All Evaluators should have been introduced to their speaker.
- Backup speakers and evaluator should be confirmed.
- Agenda should have been confirmed printed

In meeting room

- Check everyone is ready for their role

Meeting Start

7.30	Sergeant at Arms	Call meeting to order, introduce the president	
	President	Opening remarks & call for Apologies/Guests	
7.35	Toastmaster		

Opening Speech

- Thank the president for their welcome
- Welcome everyone, special mention for guests
- Explain that you are the toastmaster of the day and responsible for leading everyone through the agenda
- Give a brief overview of the night.

My opening speech

- “Tonight, we have 3 members who will be presenting speeches they have prepared. These will then be evaluated by other members.”
- “We will then have a break for drinks and biscuits”
- After the break we will have a session of impromptu speaking which will be coordinated by
- Guests and Visitors will be able to join in if they wish.

Introduce other role holders

	Timekeeper		
	Videographer		
	Ballot Counter		
	Warm Up		

My introductions

- However, to run our meeting I need the support of other members.
- Firstly, there is the role of x performed tonight by y. y could you please explain your role to us.
- Apply this to Timekeeper, Videographer, Ballot Counte, Wordmaster as applicable. And thank each one for their contribution.
- The next person I would like to introduce is x who will run the warmup for us. [hand over the stage]

Introduce the speakers

- You either;
 - Introduce the speakers
 - Introduce the evaluators who introduce the speakers
 - Introduce the evaluators and then the speakers.
- “Our First Speaker is X, who is being evaluated by Y.
- Y, could you please outline their speech objectives”
- With a speech entitled Z, please welcome X.
- Thank the speaker at the end and ask the timer for a minute to allow members to write feedback for the speech. Show the feedback sheet for guests

Speaker Times

- Ask the timekeeper for a report of times for the speakers
- Or you may delay this till after the evaluations, but it does give a pause for the evaluators to prepare.

Evaluations

- Everything in Toastmasters is evaluated so that we all share and learn our skills together. So we will now hear the evaluations.
- Our first is X who will evaluate the speech by Y.
- Please welcome X
- Afterwards, Timer please one minute to allow members to write an evaluation for X (maybe reduced if time short)

Times and Votes

- Ask the timekeeper for a report of times for the speakers(if not already had) and evaluators.
- If all in time then you can hold the votes for the speakers and evaluators.
- It is easier to hold both votes here, than split them up

Guest Introductions and Break

- This is the best time to introduce guests. They have had a chance to join in the warmup, they have seen some speeches and now understand what it is all about
- You are about to break, and now is a great time to introduce them to the club and simply
- Welcome each person in turn and ask them why they came.

Second Half

- A Simple Introduction to the topics master
- “Now we have some impromptu speaking which will be lead by X “
- The Table Topics master should end with a timers report and then the voting, if they do not, then you introduce these two items.

Last Duty

- You can now let everyone know your job is done, Thank all those that have supported you, the speakers and the evaluators.
- As, in Toastmasters, we say everything is evaluated, I pass the stage over to our general evaluator.
- When they finish, they should pass directly to the president.