

Toastmaster Hints @ 1 hr. prep time.

IN ADVANCE OF THE MEETING

- Contact the Topic Master and General Evaluator to make sure that they will be there.
- Contact the speakers; ask for time of their speech a brief introduction which should include, the speech title, manual being used, speech in the manual and maybe a bit about themselves.
- There is an "on the spot speakers list which is part of the schedule for those who will fill in as speakers last minute when needed.
- You may have to call and e-mail the speakers a few times. Start working on this part of your assignment by the weekend prior to the meeting over which you will preside.
- Keep track of those who have responded on the agenda. Use pencil because of changes.
- It will be helpful to grab a seat close to the lectern.
- There is also helpful information in your Competent Communication manual.

AT THE MEETING

- When you get to the meeting, huddle with the General Evaluator and the Topic Master to make any needed changes.
- Check with the speakers to see where they want the lectern. Track it on the Agenda.
- You will run the first half of the meeting and the General Evaluator the next portion.
- Follow the agenda: The president will introduce you. Make a few comments about the meeting theme. Remember, you are the manager & it is your job to move the meeting along. You need to limit your comments to allow as much time for Table Topics. The Topic Master should wrap up by about 7:30 PM, slightly later if there are less than 3 speakers.
- After your comments, introduce the functionaries ending with the Topicmaster.
- Follow the agenda! The agenda is tried and true and you will not get lost if you follow it.
- For all speakers (Tabletopics & formal speakers), if the Timer begins applauding, that signals the speaker has exceeded their maximum speaking time by 1 minute. Immediately rise to shake the speaker's hand and escort him/her off the "stage" area.
- For the prepared speeches portion, follow this format:
 1. Read the speaker's prepared introduction. If a speaker has forgotten his/her introduction, simply introduce the speaker with, "Please help me welcome, Vince DiFranco!" LEAD THE APPLAUSE after you have introduced the speaker, shake his/her hand, and take your seat.
 2. Ask the timer for one timed minute for the audience to fill out written evaluation forms.
- Remind the audience to remain quiet during this minute, if you see this is necessary.
- When all speakers have completed their speeches ask for a timer's report.
- After timer's report, ask members to vote for the speaker "who has best met their objectives."
- Return control of the meeting over to the General Evaluator and you are finished.
- Have fun & contact your mentor, any of the officers, or any other seasoned member for help.

First time Toastmasters usually stumble on the following:

- Not following the agenda
- Not communicating in advance with speakers so we have three speakers.
- Taking up too much meeting time with their comments (the guiding principle of any Toastmasters Club is to give everyone a chance to talk in some manner).
- Not communicating with the GE and Topic Master for a few minutes before the meeting starts to be sure they all have the same players in place on the agenda.