

TOASTMASTER FORM

President's responsibilities = INTRODUCTION OF TOASTMASTER OF THE DAY

RESPONSIBILITIES of the TOASTMASTER OF THE DAY

1. ANNOUNCE ANY CHANGES IN THE AGENDA
INTRODUCE ANY GUESTS (if the President did not)
EXPLAIN WHAT TOASTMASTER'S JOB IS

Name

2. WORD FOR THE DAY _____

3. INTRODUCE GENERAL EVALUATOR _____

4. INTRODUCE SPEAKER #1 _____

After each speech, give about 20 seconds for people to fill in the upper portion of Ballot, then begin next introduction.

INTRODUCE SPEAKER #2 _____

INTRODUCE SPEAKER #3 _____

INTRODUCE SPEAKER #4 _____

INTRODUCE SPEAKER #5 _____

5. Ask for Timer's Report on Speeches, then . . .

6. Ask members to VOTE for Best Speaker.

(Only those who stayed within the time constraints of their speeches are eligible. Explain this. If there are only two eligible, do not vote.)

7. INTRODUCE TABLE TOPICS MASTER _____

8. If Table Topics Master forgets, ask for times and vote on Table Topics for those eligible.

9. Bring GENERAL EVALUATOR back to lectern
for General Evaluation portion of the Meeting. _____

10. If the General Evaluator has forgotten anything, such as times and votes, you take care of it.

11. If we had guest, thank them for coming and ask for comments.

12. Ask for results of the voting from the Ballot Counter. (if it ballot counter has not finished, then

BRING THE PRESIDENT BACK TO LECTERN