



# *Dawn Talkers Club #84*

## **When you are the Toastmaster**

The Toastmaster acts as a master of ceremonies. It is one of the most important assignments. If the Toastmaster does not perform the duties well, an entire meeting can be jeopardized. Therefore, this task is not usually assigned to members until they are quite familiar with the club procedures. The primary duty of the Toastmaster is to act as a genial host and to conduct the entire program. Program participants should be introduced in such a manner as to prepare the audience to listen with anticipation and attention. The Toastmaster create an atmosphere of interest, expectation, and receptivity.

### **Prepare in Advance**

- Check with the Vice President Education to learn if there are any program changes. If no theme has been set, you decide the theme you will carry throughout the meeting.
- No later than three days before the meeting, call the following to remind them of their jobs:
  - **Table Topics Master.** Confirm who the program participants will be so they will not be called on for Topics responses.
  - **Speakers.** Find out:
    - Manual project number, speech objectives, and time requested
    - Title of speech
    - Something interesting about them you can say when introducing them (job, family, hobbies, education, why this topic to this audience, etc.)
  - **Educational Moment.** Request subject matter to prepare an introduction.
  - **General Evaluator.** Ask the General Evaluator about his/her job
  - **Speech Evaluators.** Remind the Evaluators about their duty
  - Call Invocator, **Timer, Grammarian, Humorist** and Educational Moment specialist to remind their duties.
- Prepare your speeches of introduction:
  - Be brief (not more than 30 seconds per introduction)
  - For all program speakers, include the objectives of the manual project
  - Be certain you know how to correctly pronounce the speaker's name
  - Avoid stale phrases such as "We have with us today." Use humor if appropriate.
  - Remember the primary virtues of introductions: Tact, brevity, sincerity, and enthusiasm.
- Prepare remarks which can be used to bridge gaps between program segments. They may never be used, but they will help avoid possible awkward periods of silence.

### **Entering the Meeting Room**

- Arrive early in order to finish any last minute details
- Check with the speakers for any changes to previous discussions.
- Sit near the head of the table and have your Speakers do likewise for quick and easy access to the lectern.



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### **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.
  - Prior to introducing any of the program participants, address the Comment Form. If guests are present, explain its purpose.
  - Bridge the gap between speeches with appropriate remarks.
  - Always lead the applause before and after the Topics session, each prepared Speaker, and the General Evaluator.
  - Remain standing near the lectern after your introduction until the speaker has acknowledged you and assumed control of the meeting; then be seated.
- Request the word of the day from the Grammarian.
- Introduce the Table Topics Master as you would any speaker.
- Introduce each speaker in turn. Include the manual project objectives, something about the speaker, speech title, and speaker's name.
- Introduce the Educational Moment presenter as you would any speaker.
- Introduce the General Evaluator as you would any speaker (if GE doesn't come forward to take control of lectern, signal GE to do so). At the conclusion of the evaluation session, if the General Evaluator didn't request a report (from GR, AH, TI), you do it.
- Reivew assignments for the next meeting.