**Quick Summary of what you will do during the meeting.**

**Refer the following pages on script and detailed notes**

***During the Meeting:***

* Complete a quick attendance to ensure all volunteers speaking (Toast, Speakers, Evaluators, Timer, Grammarian, Table Topics Master) are present.
* Check with the members who are in above roles that they have all information they need to complete the role.
* Briefly explain your role and elaborate on the theme of the day. Introduce the word of the day
* Start with the Toast and introduce the member who is giving the Toast for the day:
* Request guests in the meeting for quick introductions and why they are contemplating to join Toastmasters
* Next section is Prepared Speeches
* Introduce each speaker making sure that you explain provide a quick speaker bio, the title, the timing and Pathway learning path they are working towards.
* Let the timer know the time of the speech. For example: If the speech is 5 to 7 minute speech the timing long : green at 5 minutes, amber/yellow at 6 minutes and red at 7 minutes.
* Next section is Evaluation of Prepared Speeches
* Each evaluation is 2-3 mins long.
* Next Section is Table Topics
* Introduce the Table Topic Master. It is also important to make sure that the Table Topics session does not run overtime.
* Now move to Timer’s report and Grammarian report
* Pass the baton to President of the Club for any closing remarks

**Toastmaster Notes** - Guideline only, fill in the blanks. Please feel free to modify the content as you like keeping the structure largely the same

(Yellow highlighted part is for in-person meetings)

(Italics text is the heading)

(Hit the gavel twice)

It’s now (state the time) the meeting is now in session.

Welcome to the Downtown Toronto Toastmasters Club.

We are Club 1744, Area 54, Division E in District 60!

I’m \_\_\_\_\_\_\_\_\_\_\_ and I will be your Toastmaster for today.

Our theme is:

Word of the Day is:   
Which means:

*Section 1: Introductions, Welcomes and Toast*

*Start with quick attendance of members who have signed up for roles*

We have 2-3 speakers all lined up   
The speakers are:     
1- First Speaker’s Name

2- Second Speaker’s Name     
3- Third Speaker’s Name

WOD (word of the day) is: \_\_\_\_\_\_\_\_\_\_\_\_: Try and use it in your speaking opportunity today and if we hear you use it we’ll reward you with a clink of the glass!

GRAMMARIAN: Name here will be listening for the ‘ums’ and ‘ahs’ and filler words and the use of the WOD.

TIMER: Name here   
Will keep us on time. (Show the Green, Yellow and Red cards.)  
Green means there is a minute left, Yellow 30 seconds, Red means time’s up. Finish your thought and please wrap it up.

Note: Check with the members who are in above roles that they have all information they need to complete the role.

*GUESTS: Welcome and Intro.*

Welcome to all the guests here today, would you please stand up, state your name and let us know what brought you to this meeting today.

*Check with VP Membership for any new member announcements*

Let me now invite our VP Membership Glen to welcome any new members

*Toast*

I’d like to ask Name Here up here to give todays Toast.

Handover to the person giving TOAST

Break: $5 Meeting Fee: (Ask for volunteers to collect) (not applicable in the online setup)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Explain structure to guests*

For the benefit of our guests, how the meeting is structured:

* Three prepared speeches, about 5 to 7 minutes each
* Evaluation, where we get feedback by our peers and we can improve as public speakers
* Table topics one-minute response to a question

There are ballots in front of you, you can make notes and vote for speakers, feedback is how we learn so please participate.

*Section 2: Prepared speeches and respective evaluations*

Speaker 1: First Speaker’s Name

Bio: Read the Bio provided by the speaker prior to the meeting  
  
State the length of the speech so the timer can do their job.  State what the speaker is working on if they provided this info. \_\_ to \_\_ min

State the title of the speech

Title: "Speech Title"

*(have some transition thoughts between speeches)*

Speaker 2: Speaker’s Name

Bio: Read the Bio provided by the speaker prior to the meeting  
  
State the length of the speech so the timer can do their job.  State what the speaker is working on if they provided this info. \_\_ to \_\_ min

State the title of the speech

Title: "Speech Title"

Speaker 3 (if applicable): Speaker’s Name

Bio: Read the Bio provided by the speaker prior to the meeting  
  
State the length of the speech so the timer can do their job.  State what the speaker is working on if they provided this info. \_\_ to \_\_ min

State the title of the speech

Title: "Speech Title"

We now move to the evaluation part of the meeting

Evaluator 1: Name Here  
Will be evaluating speaker 1 name

Evaluator 2: Name Here  
Will be evaluating speaker 2 name

Evaluator 3 (if applicable): Name Here  
Will be evaluating speaker 3 name

*Section 3: Table Topics*

Next we have Table Topics

We have Name Here to lead this section

Ask table speakers to stand and give names so people can vote.

*Section 4: Reports and wrap up*

Now let’s have the timer report

Now let’s have the Grammarian report

(not applicable for our current setup, so Skip it) We will now collect the votes.

(Get two or three volunteers, while the votes are being counted you can recap the meeting and invite guests to keep coming to meetings.)

Present Awards and wrap up.

* Best Table topic
* Best Evaluator
* Best Speaker

It’s been a pleasure and an experience being your toastmaster, if you have any questions about Toastmasters please see our president

Move to “Meeting Closing Order” in below sequence

1. VP Education
2. VP Membership
3. President of the club

(Hit the gavel once.)   
Announce: Meeting Adjourned!