

Toastmaster Role Cheat Sheet

As the Toastmaster of the night, your main job is to keep the meeting on track. Here are the quick bullet points on how to run the meeting.

- Start the meeting promptly on time with the Invocation/Pledge.
 - If someone has signed up for this role, they can start the meeting for you. Verify this in advance so you two are not confused.
- Welcome everyone and introduce the following assistants, asking them to explain their role.
 - Ah Counter
 - Grammarian
 - Timer
 - General Evaluator
- Introduce the Joke Master.
- Introduce the Educational Speaker.
- First speech:
 - Call on Evaluator #1 to explain the Speaker's objectives.
 - Introduce Speaker #1.
 - Ask the audience to give the Speaker feedback (allow a minute or so for these to be written).
- Second speech:
 - Call on Evaluator #2 to explain the Speaker's objectives.
 - Introduce Speaker #2.
 - Ask the audience to give the Speaker feedback (allow a minute or so for these to be written).
- Post speeches:
 - If there were two speeches, ask the Timer for a report.
 - If both speeches were within time, call for a Best Speaker vote.
- Introduce the Table Topics Master.
- Post Table Topics:
 - If the Table Topics Master forgot to ask for a Timer's report, grammarian's report, and Best Table Topics vote, do so now.
- Introduce General Evaluator.
- Post General Evaluation:
 - If the General Evaluator forgot to ask for a Timer's report and Best Evaluator vote, do so now.
- Present the awards to Best Speaker, Best Evaluator, and Best Table Topics.
- Introduce the Presiding Officer (usually President, VPE if they are not available).

If you have a meeting theme, you can choose to talk about it whenever (during the intro, between speeches, and near the end are all good times). That's all, folks!