

The Toastmaster's Worksheet

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Duty	Name/Phones	Confirmed	Left Message	Discussed Duties	Introduction Details	Speech Details (time, manual, #, support)
Speaker 1						
Speaker 2						
Speaker 3						
Table Topics						
Evaluator 1						
Evaluator 2						
Evaluator 3						
Grammarian						Word of Day:
General Eval.						
Ah Counter						
Vote Counter						
Listener						
Presiding Off.						
Jokemaster						
Sergeant /Arms						

	Check	Do:
Before Meeting		Contact all participants. Get details on speeches/introductions/times/manuals.
		Determine theme (coordinate with Table Topics Master and Grammarian)
		Brief all participants on their duties (as necessary), and answer any questions.
		Lay out program
		Embellish on theme.
		Make last minute changes to program and print it.
At the Meeting:		Make sure room is laid out.
		Organize materials (programs, props, ribbons, timing cards, stopwatch, voting sheets, podium, nametags).
		Insure all participants are there.
		Make last minute substitutions.
During the Meeting:		Start on time if possible. (The Sergeant at Arms will take your cue on this.)
		Keep your program handy. If laid out right, it will be a great cheat-sheet for making sure everything is done.
		After S/A, Inspiration/Pledge, and PO, you'll be introduced. Talk about your theme.
		Introduce the duty holders (involve the theme if possible).
		Talk about the comment sheets and encourage visitors as well as members to vote.
		Introduce each evaluator; then give an introduction for each speaker, hear speech, then do the next one.
		Call for timers report and call for vote on speakers.
		Introduce and turn meeting over to Table Topics Master
		If Table Topics Master forgets to get Timers/Grammarian report and take vote, you do it.
		Introduce and turn meeting over to General Evaluator
		If the GE forgets to get Timers report and vote on evaluators, you do it.
		If they forget to call for Grammarian/Listener/Ah Counter's reports, you do it.
		Give your closing comments.
		Turn meeting over to the Presiding Officer.