Toastmaster of the Day Script

Meeting Opening:

*"Fellow Toastmasters and dear guests. It is my privilege and pleasure to welcome you all to the [name of club] Toastmaster's club. For the benefit of the guests, I would like to explain the structure of the meeting. The meeting is divided into three rounds. The first is **The Prepared Speech Round** where members will be delivering speeches based on the projects and paths that they have chosen. The second part of the session is **The Table Topics Round**, where members can practice thinking and speaking on their feet. This round is also known as the Impromptu Speech section. Guests are welcome to participate in this round as well. The third and final part is **The Evaluation Round** in which all the prepared speeches as well as other aspects of the session will be evaluated by the General Evaluator and his / her team."*

Remember, before getting into this, it's best to start your role by talking a little bit on the theme and providing some sort of story to highlight the importance of the theme you have chosen.

TAG team introduction:

"As the Toastmaster of the Day, it is my duty to introduce the role bearers who will assist me in the running of today's Session (You can either call the General Evaluator to introduce the TAG team or continue with the below script depending on what procedure your club follows). To keep track of the time spent by each speaker, please help me welcome the Timer for today's meeting, Toastmaster Raj. (Allow Raj to introduce himself and his role). To track the good and not so good usage of grammar, we have the grammarian of the day, Toastmaster Lee. (Allow Lee to introduce himself and his role). To keep track of the 'ahs' and 'ums' during the meeting, we have the Ah-Counter of the day, Toastmaster John. (Allow John to introduce himself and his role)."

Prepared Speaker's introduction:

"The first speaker for this round will be attempting Level _____ Project _____ from the _____ Path. To evaluate this speech, we have Toastmaster Lee. Lee, I request you to please read out the speech objectives. (Allow the evaluator to read out the speech objectives). (Add a few lines of introduction for the speaker before calling him out). Please put your hands together for Toastmaster John! (Allow the

speaker to walk up to the stage. Shake his/her hand and announce the speaker's name and speech title). (After the first speech is over, go back onto the stage to introduce the next speaker). The Second speaker for this round will be attempting Level _____ Project _____ from the ____ Path. [repeat the same process for all the prepared speeches]"

Prepared Speech introduction example:

An example script for the introduction of a speaker could be as stated below. Let's assume the theme of the day is 'The Art of Saying No':

"The first speaker for this round will be attempting Level 1 Project 3 from the 'Persuasive Influence' Path. To evaluate this speech, we have Toastmaster Lee. Lee, I request you to please read out the speech objectives. (Allow the evaluator to read out the speech objectives). The first speaker has been a Toastmaster for the past 2 years. I've personally seen him deliver several speeches on this very stage and he has grown tremendously as a speaker in his 2 year journey! He is currently a marketing professional and dreams of one day opening his own marketing consultancy firm. When I asked the speaker his thoughts on the 'Art of Saying No', he said that saying no has sometimes been one of the hardest things he has to do but it's always been worth it. Please put your hands together for the very charming and ever-smiling member, Toastmaster John! (Allow the speaker to walk up to the stage. Shake his/her hand and announce the speaker's name and speech title). John – One in a Million. One in a Million – John."

Table Topics Master introduction:

"To provide us with the challenge for today's Table Topics round, we have the Table Topics Master who will be conducting the session today. (Add a few lines of introduction for the TTM before calling him out). Please help me in welcoming, the Table Topic Master for the day, Toastmaster Mohammed!"

General Evaluator introduction:

"The next part of our meeting is an important round of a Toastmaster's Meeting. In this round, constructive feedback is given to each speaker as well as to the overall meeting conduct so that members can benefit from the experience of evaluators and become better speakers. For this, we have the General Evaluator to conduct the session. (Add a few lines of introduction for the GE before calling her out). I would now like to hand over the session to General Evaluator of the day, Toastmaster Susan."

Checklist:

Pre-meeting

- Choose a theme
- Reach out to speakers/Role bearers for their introduction
- Create your content around the theme
- Craft your introductions
- Rehearse
- Have a print out of the agenda ready with you to take on stage

During the meeting

- Start by talking on the theme
- Take an audience head count
- Speak a little on Toastmasters' history (if a lot of the audience consists of guests)
- Talk about the structure of the theme
- Play a quick game or do a round of introduction with the audience
- Introduce the TAG team
- Introduce the speakers (remember to ask the evaluator of each speech to read out the speech objectives before the speaker comes on stage)
- Call on the Timer to read the timing report for the prepared speeches (does not happen in every club)
- Introduce the Table Topic Master
- Call on the Timer to read the timing report for the Table Topics (does not happen in every club. This could also be done by the Table Topic Master herself)
- Call for break
- Play a quick game or show the audience some form of media like a video (do anything to break the monotony of the meeting)
- Introduce the General Evaluator
- Call on the Timer to read the timing report for the evaluations (does not happen in every club. This could also be done by the General Evaluator herself)
- Closing remarks (provide some final words on the theme and provide a take away for the audience)
- Prize distribution