

Toastmaster Cheat sheet:

As a Toastmaster, your main duty is to lead the meeting in a smooth and timely manner.

Before the Meeting

- Get in touch with everyone in the following positions and make sure they plan on attending the meeting: Speakers, General Evaluator, Table Topics master, Ah Counter, Grammarian, Timer, Vote Counter, and Humorist.
 - If needed, the following positions are easiest to fill the day of the meeting: Ah counter, Grammarian, Vote Counter, Timer.
- Try to get introductions from everyone.
 - For speakers, get their speech title, time, and number so you can provide some background on their speech, such as objectives.
- If you have a theme, it might be nice to let the Table Topics master know so you could maybe coordinate the meeting and table topics theme (not mandatory).
- Immediately before the meeting, check if there are guests and determine who brought them.

During the Meeting

You will be introduced by the President (or whoever is the presiding officer...usually the EVP).

- If there are guests:
 - Have their host introduce them, or make them introduce themselves if needed.
 - Provide a short general overview of the meeting, then have the following positions explain their duty during the meeting:

Wordmaster	Ah Counter
Table Topics master	Grammarian
General Evaluator	Humorist
Timer	Vote Counter
- Introduce the Wordmaster

NOTE: If you are uncertain how long the speeches will go, it is possible to switch the order of Table Topics and Speeches and let the Table Topics master lengthen or shorten the topics as needed.

- Table Topics
 - Introduce the Table Topics master.
 - When Table Topics are done:
 - Ask if the timer if the topics speakers were all on time.
 - Ask everyone to cast their votes; do not pass the envelope yet.
- Scheduled Speeches
 - One at a time, introduce the speakers.
 - Remember to give their speech title and time.
 - Try to present at least some of the speech objectives.
 - After each speech, ask the audience to take a few moments to evaluate the speakers.
 - When all speeches are done:
 - Ask if the timer if all of the speakers were on time.
 - Ask everyone to cast their vote; do not pass the envelope yet.
- Introduce the General Evaluator

Once the evaluation portion of the meeting is finished, the General Evaluator will return control of the meeting to you.

- If the General Evaluator did not do so, have the Ah Counter, Grammarian, and Wordmaster present their reports.
- Introduce the Humorist.
- Ask the Vote Counter for his results.
- Return control of the meeting to the President.