

7:15 – Greeter welcomes guests

- Directs guests to Guest Services Table

Greeter

7:30 – Sgt @ Arms calls meeting to order

- Sets up room, Introduces guests
- Reminds people to exchange leadership manuals; vote for Spark Plug, Best Speaker and Best Evaluator awards
- Introduces Chair enthusiastically, warms up audience to theme

Sgt-at-Arms

7:31 – Chair reviews agenda

- Calls on Grammarian (1 min)
- Calls on Ah Counter (1 min)
- Calls on Timer (1 min)
- Presents Round Robin (7 min. max.)
- Introduces Toastmaster enthusiastically

Chair

7:40 – Toastmaster explains prepared speech program

- Introduces speaker: warms up audience to speaker, topic and project:
 - Reads objectives for project
 - Gives timing instructions
 - Welcomes Speaker and announces name of speech
- Reminds people to write comments/votes and to vote for best speaker
- Introduces Evaluators enthusiastically
- Returns lectern/gavel to Chair once Evaluators are finished (3 minutes each)

Toastmaster

Evaluators review objectives

- Evaluate speeches
- Return lectern/gavel to Toastmaster

Evaluators

8:15 – Chair calls for officer reports/announcements

- Reminds people to sign up for roles in upcoming meetings
- Presents new badges or awards
- Announces break

Chair

NETWORKING BREAK
Role Sign Up, Mentoring Opportunity

8:25 – Chair calls meeting to order

- Calls for Humour (2 Min)
- Calls for inspiration (2 Min)
- Introduces Table Topics Master enthusiastically

Chair

8:30 – Table Topics Master explains purpose of TT

- Offers tips/ strategies
- Quickly reviews timing and evaluators
- Calls on Table Topics Speakers
- Introduces T.T. Evaluators

Table Topics Master

Evaluators evaluate T.T. Speakers

- Returns gavel to Table Topics Master

T.T. Evaluators

Table Topics Master calls on General Evaluator

Table Topics Master

8:45 – General Evaluator reminds members to vote

- Calls for Grammarian / "AH" counter report (2 minutes)
- Calls for Timer report (1 minute)
- Evaluates the parts of meeting that haven't been evaluated (5-8 min.)
- Returns lectern/gavel to Chair

General Evaluator

8:58 – Chair wraps up meeting

- Invites Guest comments
- Announces Winners Spark Plug, Evaluator/Night
- Last minute reminders

Chair

9:00 - Adjourns meeting



EVENING EDITION TOASTMASTERS

Meeting Roles Lectern Guide & Procedures

www.eveningeditiontoastmasters.com

A TOASTMASTER'S PROMISE

As a member of Toastmasters International and my Club I promise . . .

- To attend all Club meetings regularly;
- To prepare all of my speeches to the best of my ability, basing them on projects in the Communication and Leadership Program manual or the Advanced Communication and Leadership Program manuals;
- To willingly prepare for and fulfill meeting assignments;
- To provide fellow members with helpful, constructive evaluations;
- To help the Club maintain the positive, friendly environment necessary for all members to learn and grow;
- To willingly serve my Club as an officer when called upon to do so;
- To treat my fellow Club members and our guests with respect and courtesy;
- To bring guests to Club meetings so they can see the benefits Toastmasters membership offers;
- To adhere to the guidelines and rules for all Toastmasters educational and recognition programs;
- To maintain honest and highly ethical standards during the conduct of all Toastmasters

VP Education:

- Sends out preliminary agenda

Chair:

- Finalizes agenda, ensures all roles are filled
- Prints ten copies for guests at meeting

Evening Edition Members- Please...

- bring a copy of the agenda to the meeting.
- send introductions to Toastmaster and evaluator.
- find a substitute & notify the V.P Education and Chairman if you are unable to fulfill your scheduled roles.

"Love, Laugh, Learn"

Monday's Leadership Duties:

Chairman Contacts:

- Toastmaster

Toastmaster Contacts:

- Speakers
- Speech Evaluators

Evaluators Contact:

- Speakers