

Toastmaster in a Box

Presented by Douglas Emerson to AM Lockport Toastmasters October 16, 2003

A Simple Guide to Being the Toastmaster

- ✓ **Pick a theme.**
Make it easy, with general appeal
- ✓ **Get filler material.**
Time it, organize it
- ✓ **Nail down your speakers and job holders.**
Follow Up, Follow Up, Follow Up
- ✓ **Make a program.**
Easy to read, be creative
- ✓ **Use props or decorations.**
- ✓ **Arrive early.**
Set up for success
- ✓ **Have Fun!**

Go to next page for schedule...



The Schedule

(sit close to the lectern)

Invocation

Pledge to the Flag

Introduction of Toastmaster - Yahoo! That's you!

Theme introduction 5 minutes max.

Make a toast!

Introduce job holders

Repeat the word of the day

Introduce Table Topics Master

Sit down and relax!

Call for timer and word reports

Call for the vote (designate ballot collector and counter)

Filler for 2 minutes

Intro evaluator 1 and speaker 1

Intro evaluator 2 and speaker 2

Intro evaluator 3 and speaker 3

Call for timer report and vote

Filler for 2 minutes

Intro evaluator 1

Intro evaluator 2

Intro evaluator 3

Call for timer report and vote

Filler for 2 minutes

Intro General Evaluator

Announce winners with GE

1. Table topics

2. Best Evaluator

3. Best Speaker

Draw for split club-turn meeting back to presiding officer.

Whew! You're Done.