# Toastmaster Guidelines
*Last Updated 29th January 2025*

Congratulations on embarking on your role as Toastmaster for the evening.

As Toastmaster it's entirely your choice how you'd like the meeting to run.  If you want to experiment, try a totally different agenda, arrange for guest speakers, introduce an educational speech you're absolutely free to do this.  If this is your first time taking the role it may be easier running this meeting using the typical structure but feel free to discuss with any committee member if you'd like to try something different.

Some details below are requirements that will be listed with a * whereas others are entirely discretionary and you can choose to include, ignore or tweak things as you see fit.

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## GETTING STARTED

### 01)  Claim The Role*
It is the VPE who will assign the role of Toastmaster for the meeting.  You cannot select it yourself.  Contact them on Whatsapp *(currently this is Lucy"s role)* informing them of the date you'd like to take the role and wait for this to be confirmed.

### 02)  Choose the Meeting's Theme*
The theme is entirely your choice.  You should choose it as soon as possible because it will influence the role of the Table Topics Master, The Grammarian and possibly the speakers.

When you've decided on your theme, as Toastmaster you'll be able to enter it on easy-speak.  Note you can only edit this once you're assigned as the Toastmaster.



### 03)  Notify the VP of Education* - DEADLINE Friday - 13 days Before The Meeting

The VP of Education *(currently Lucy)* will send out a Whatsapp to members on the Friday, 13 days before your meeting encouraging members to attend and take up roles.

### 04) Notify the VPM (Currently Ruby)

- Your meeting theme as she will send out an email encouraging subscribers to attend.
- A cute / funny or childhood photo of you (encouraged but optional)
- A video introduction explaining the upcoming meeting (totally optional)
- Anything extra that you'd like to share about yourself / the meeting etc.

**04)  Try to Fill the Roles***

Your meeting will be most straightforward if you can fill the important roles early.  Here are some suggestions.

As Toastmaster you'll be able to assign roles yourself using easy-speak but we do encourage members to login to easy-speak themselves to take the role.

- Post in the WhaptApp members group to ask for volunteers for specific roles.
- Reach out privately to individual members to ask them politely if they'd be happy to take a role

- You cannot assign anybody to speaker roles.  The speakers have to request the speech themselves and then the VPE will approve it.  This might take a few days so you can relax if somebody assures you that they've requested a speech but you don't see it on easy-speak.

- A meeting tends to run to time with just 2 speakers, although the agenda allows for up to 4.  If you are concerned that there are too few speakers for the week, reach out to VPE for assistance.

- The Table-Topics Master takes the most time of the meeting, so look to have this role filled as a priority.  Roles such as timer, grammarian and general evaluator can be assigned at the last-minute if needed.

- If the meeting seems quiet, it is OK to ask members to take more than one role.

- If you can't find people to fill every role, Trust that people will help out at the last minute, if needed.

**05)  Confirm There will be a Sergeant-At-Arms* (Wednesday)**

This is usually Maria  who will arrive early to open the meeting room, arrange furniture and put everything in place.  Check with her that he'll be available.  If he isn't able to make it, ask the committee to assign somebody experienced in doing this.

**06)  Organise Printouts (a few hours before the meeting)***

It may help you to have printouts of

1. These Toastmasters Guidelines / Checklist
2. The Meeting Agenda (for you, for the timer and for guests)

If you do not have a printer then post in the members group to ask if anybody would be able to print these out for you.

To print out the agenda you need to click the agenda button within easy-speak.  Try to do this when you are sure the major roles have been assigned so that the printout is accurate.

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<span style="background-color: yellow">Please don't assume printouts will be done unless you've asked for help with them.</span>

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## BEFORE THE MEETING

- Try to arrive about 30 minutes before the meeting to assist the Sergeant-at-arms, greet members and introduce yourself to guests.

- If any last-minute roles need to be filled, ask the members before the meeting begins.

- Ask any committee members if there are any announcements / birthdays that need to be mentioned.

- Ensure the timer has a copy of the agenda

- Try to help guests to settle in .. Introduce yourself, provide them with an agenda and consider sitting them next to an existing member.  Other committee members may also do this too.

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## THE MEETING

### 01  Sergeant-at-Arms Opening

This role can be done by the Sergeant-at-Arms or Club President so discuss with them who shall do it.

- Start the meeting promptly as close to 7:00 as possible

- Welcome everybody and introduce the Toastmaster

- Inform attendees that photos and videos will be taken for social media.  If they don't want to be included, just let the Toastmaster know

- Ask guests to use the QR code or the LCToastmasters.com/link page during the meeting to give speaker feedback, vote and to share suggestions.

-  Ask all 1st time guests complete the guest registration form.

## 02  Opening the Meeting

- **Welcome Guests**

  When welcoming guests, typically we are asking; for their name and why they have come to Toastmasters - but feel inspired to ask any other questions too.

- **Introduction to the Theme of Meeting**

  Generally this is just a few sentences, perhaps a short anecdote.

- **Introduction to TM Meeting Structure**

  Note that guests may be totally unfamiliar with Toastmasters so when introducing the Toastmasters meeting structure you can adapt from the official Toastmasters script ..

  *For those of you who might be unfamiliar with Toastmasters, let me briefly introduce this club for you. Toastmasters is an international organization that helps individuals to become more effective communicators and leaders. Through its educational programs to build confidence, sharpen their speaking skills, and foster leadership ability.*

  *In tonight's agenda is we have our **prepared speeches** where our members showcase their speaking skills and demonstrate the progress of their speaking skill.*

  *We than have our **impromptu speaking** sessions in a form of table topics where participants will think on their feet and deliver spontaneous speech to develop their quick thinking and confidence in speaking*

  *As the even unfolds, we have our **evaluations session** as part of our learning process offering feedback that helps speakers to refine their skills and become more effective communicators.*

  *So, I encourage you to participate actively, ask questions, and engage with our members during the networking breaks. Whether you're a guest or a member, your presence here tonight is valued, and your involvement is crucial to our shared success.*

## 03 Prepared Speeches

- **Ask Attendees to Provide Speaker Feedback**

  Although traditionally we've allowed just one minute to give feedback, sometimes people are slow to scan the QR code so scan the room to check that people are OK using the online forms and that people have ample time to give detailed feedback.

  The automated feedback means that instead of choosing a speakers name from the form they get to choose speaker 1, 2, 3, or 4.  Clarify with the attendees which number they should be using to avoid any confusion.

- **Club Business Announcements**

  Check [lctoastmasters.com/calendar](lctoastmasters.com/calendar) and mention any events showing for the upcoming month.

  Ask if anybody has any announcements to make.  If they do, let them come up and make these announcements.

  Give a shout out to any new members who have just joined or any first time role takers and encourage rapturous applause from the audience.

## 04 Break

- We typically try to resume from our break between 8 and 8:10.  Try to allow a 10 minute break if possible unless we are running late.
- During the break, talk to the TTM and the timer. Depending on the content of the night, agree strict finishing time.
- Ensure the TTM understands to prioritise members without a speaking role for Table Topics**.**

## 05 Table-Topics

- After introducing the Table-Topics Master you can sit back and enjoy this part of the meeting.

- Ensure that TT participants stand up when the timer gives his report so that attendees can remember each speakers name when it comes to voting.

## 06 Evaluations

- Your role here is merely to introduce the evaluators, ask the timer for their report and to ensure attendees vote for the best evaluator.

## 07 Closing

- **Present Awards**

  The ribbons should be prepared by the Sergeant-at-Arms and are usually on the timers table.

  There is a ribbon for anybody presenting their ice-breaker.

  We've recently started to mention 3rd and 2nd place for Table-Topics too.  These don't need a ribbon but it's nice to give them credit.

  You can see the results of all voting at [lctoastmasters.com/votes](lctoastmasters.com/votes)

| Type of speech | Speaker Name | COUNTA of Speaker Name |
|---|---|---|
| – Evaluation | Lucy | 7 |
| | Raf | 5 |
| | Aaron | 3 |
| – Regular Speech | Paula | 5 |
| | Keith | 4 |
| | Keith | 2 |
| | Paula Sanchez | 1 |
| | Paula | 1 |
| | Keith's speaking | 1 |
| – Table Topics | Raf | 4 |
| | Ruby | 2 |
| | CJ | 2 |
| | Yuki | 1 |
| | Martin | 1 |
| | Martin | 1 |
| | Lina | 1 |
| | Billy | 1 |
| | Alika | 1 |
| | Alex | 1 |

Be sure to check the votes carefully as sometimes names get misspelt or people will enter "Speaker 2" rather than the speakers name.  In the example above the results would be:

Evaluation: Lucy (7)
Regular Speech Paula & Keith (7)
Table Topics: Raf (4), Ruby, CJ & Martin (2)

- **Ask Guests for Feedback**

  Feel free to have guests stand up and share their thoughts on the meeting.  Feel free to ask any specific questions to add a bit of variety.  In reality all guests will politely just tell you they've enjoyed themselves anyway.

- **Remind Attendees of** [LCToastmasters.com/Suggestions](LCToastmasters.com/Suggestions)

  We really would like to get sincere feedback from all attendees.  If you can ask people to share their suggestions at any time, assure them that all suggestions will be brought to the committee to consider.  The link to this is on the links / QR code page.

- **Fill Roles for the Next Meeting**

  It really helps us if we can ensure there's a Toastmaster confirmed for the coming 2 weeks but this is also a good opportunity to get some verbal commitment for other roles too.

- **Invite Everybody to the Pub**

  Try not to suggest we'll be drinking heavily as many people will be driving or may not wish to drink.  Emphasise that it's a social event to allow us all to connect etc.

**08 After The Meeting**

- **Update Lucy with the Meeting Winners**

  Send Pam a WhatsApp message confirming the winners of the evening.  She needs this to close off the meeting.

- **Let the Committee know your experience**

  Please give us your feedback on how you found the Toastmaster experience.  Were there any problems, confusions, what went well, how would you improve it?  This feedback will be used to constantly improve this guide.

  Do this through the [LCToastmasters.com/Suggestions](LCToastmasters.com/Suggestions) form

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|---|---|
| | **01 Sergeant-At-Arms Opening** |
| O | Inform attendees that photos will be taken through the meeting. |
| O | Introduce guests to the QR Code & Links Page |
| O | Ask guests to register attendance using QR Code / LCToastmasters.com/links |
| | **02 Opening The Meeting** |
| O | Welcome Guests & Ask Guests to Introduce themselves |
| O | Introduction to Theme of the meeting |
| O | Introduction to TM Meeting structure |
| O | Introduce Timer |
| O | Introduce Grammarian |
| | **03 Prepared Speeches** |
| O | Introduce evaluator for each speech |
| O | Ask attendees to provide feedback |
| O | Time Report for Speakers |
| O | Vote For Best Speaker |
| O | Club business announcement - If any ! |
| | -      BREAK    - |
| | **05 Table-Topics** |
| O | Introduce Table Topics Master to explain the session and his role |
| O | *Table-Topics* |
| O | Ask for the Time Report |
| O | Invite Votes For Best Table-Topics |
| | **06 Evaluations** |
| O | Introduce the evaluators for the prepared-speakers |
| O | Introduce the Table-Topics evaluator |
| O | Ask for the Time Report of the evaluators |
| O | Invite votes for the best evaluator |
| O | Remind 1st-time guests to register using QR Code / LCToastmasters.com/links |
| | **07 Closing** |
| O | Grammarian Report |
| O | General Evaluation - if Any |
| O | Present Awards to ide-breakers, speakers, table topics and evaluations |
| O | Ask Guests for Feedback<br>Remind Attendees of LCToastmasters.com/Suggestions |
| O | Fill roles for the next meeting |
| O | Invite everybody to the pub |
| | **08 After The Meeting** |
| O | Update Lucy with the Meeting Winners |
| O | Let the committee know of your experience of being TM |