

TOASTMASTER

PURPOSE

To give you experience in introducing speakers. You act as the master of ceremonies for the club meeting. Your goal should be to make the speaker's feel as comfortable as possible, to set the stage for the speaker and to bridge between speakers. Your introduction should lead the audience into the speaker's presentation.

BEFORE THE MEETING

Being **Toastmaster** requires that you prepare ahead. In order to be prepared, you should do the following before the meeting:

1. Check the web site, www.hershawtoastmasters.com, for the upcoming agenda.
2. Contact and confirm attendance of the speakers and general evaluator.
3. Gather material while contacting participants for you introduction of the **Speakers and General Evaluator**.

While preparing your introductions, Remember that the purpose of an introduction is to set up the audience for the upcoming presentation. You are the transition between events. *If you are unsure how to prepare an introduction, consult the section in the Communications and Leadership Manual dealing with introductions.* Some useful info to gather are obtaining subject and time required for each speech. Check to insure the information is correct on the agenda. Find out how far the speaker is in their manual. Be sure to ask for the title of each speech. Prior to the meeting, confirm that speakers are present, and prepared. Advise them of any change in the order in which they will speak. Confirm if they require any special equipment such as the projector. Advise the Chairperson of any change in the roster so that they may advise the group during the agenda amendment portion of the meeting. Advise the **General Evaluator** of any particular items you wish evaluated on yourself.

AT THE MEETING

During the break, prepare any overhead needed and gather any other information needed. Confirm with the length of the speeches with the timer.

After the break, the Chairperson will introduce you. Make a few opening remarks and provide a brief description of your role. Included the purpose of prepared speeches, the manuals and program. Explain the ballots and evaluation forms. Read each speakers objectives. Once again instruct the timer as to the length of the speech. *Conduct a proper introduction and set the MOOD for the speaker. Present the speaker in the following way. "name, title, title, name" start the applause, remain at the podium until the speaker has taken control of the podium.* Great them with a hand shake. Allow one minute between speeches and remind members to evaluate speaker. Read objectives for their speech. After all the speeches are given, remind members to vote for the best speaker. (There are more then two speakers). Introduce the General Evaluator. After the General Evaluator has given their evaluation of the meeting they will give control of the meeting back to you for the presentation of the ribbons. Best table topics speaker, and if applicable best speaker and evaluator. Return control back to the Chairperson.

TIPS AND TRAPS

Preparation is the key. If you are not prepared, the audience knows it. Being Toastmaster is an important role. Your performance can dampen or enhance the presentations of the speakers.. That is up to you. Making an introduction is the most important part of your role. You set up the speaker, you make him/her feel comfortable, and you prepare the audience. Read the section on introductions in the Communications and Leadership Manual. One tip is to get more experienced Toastmasters to write an introduction for you. They know the need for a good introduction and will be happy to write their own.