[**TOASTMASTER CHEAT SHEET**](http://www.toastmasters.org/Members/MemberExperience/MeetingRoles/Toastmaster.aspx)

Main Duty: lead the meeting in a smooth and timely manner.

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| **Before the Meeting*** By Friday before the meeting, check the agenda to ensure that scheduled speakers have provided the speech titles and descriptions and contact them if they have not.
* At least a day or two before the meeting, send out the online meeting agenda. If a slot is open, please note this in your message. (The VPE can also help with this.) If your meeting has a theme, you may also notify the grammarian and table topics master so they can coordinate with the theme if desired.
* Ask someone without a role to give you an evaluation in Project 4, 5, 7, 8 or10 of your Competent Leader Manual**.**
* Immediately before the meeting, check if there are guests and determine who brought them.
* Sit in the front
* Pay attention to the time throughout the meeting,
* Shake hands with the person who takes over the lectern and when you return to the lectern.
* Remember your energy and enthusiasm will set the tone for the meeting.
* Ask the speakers to provide an introduction or, if they don’t have one, write one for them.
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| **During the Meeting**1. ***Introductions****-* You will be introduced by the President or EVP
* If guests: Have their host introduce them, or they can introduce themselves.
* Give your prepared opening (meeting theme, etc.)
* Provide a short general overview of the meeting, then introduce:
	1. Ah Counter
	2. Grammarian
	3. Timer
	4. General Evaluator
1. ***Scheduled Speeches***
* One at a time, introduce the speakers.
* Include the speech title, time, at least some of the speech objectives.
* After each speech, thank the speaker and try to give a short statement of praise.
1. ***Introduce the Table Topics Master***
2. ***Introduce the General Evaluator***
3. Once the evaluation portion of the meeting is finished, the General Evaluator will return control of the meeting to you. Make final remarks and then return control to the president.
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| Time Keeping (assuming there are two 5-7 minute speeches)12:05 President Calls meeting to order12:08 Toastmaster begins speaking**12:16 Speaker #1**12:24 Speaker #212:32 Table Topics Master**12:44 General Evaluator calls for Reports**12:46 Evaluator #112:49 Evaluator #212:52 Timer12:53 Ah-Counter12:54 Grammarian12:55 General Evaluator 12:57 Closing the meeting (Toastmaster/President) |