[**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. |
| **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 order  12:08 Toastmaster begins speaking  **12:16 Speaker #1**  12:24 Speaker #2  12:32 Table Topics Master  **12:44 General Evaluator calls for Reports**  12:46 Evaluator #1  12:49 Evaluator #2  12:52 Timer  12:53 Ah-Counter  12:54 Grammarian  12:55 General Evaluator  12:57 Closing the meeting (Toastmaster/President) |