

# TOASTMASTER OF THE EVENING

## Toastmasters Fonske Leuven



### Purpose of the Role

If the **meeting is an 'event'**, you & the VP Education are the event managers – and you are the 'Master of Ceremonies'. You **grab the attention** of the audience, **raise the energy** of the room & then hand that energy over to the speakers: they are the stars of the evening & your job is to help them shine. You weave all sections of the evening together with **smooth transitions**.

### Most Important Tasks

- ▶ Together with the VP Ed, you ensure all speaking slots, evaluations & other supporting **roles are filled**.
- ▶ You choose & develop a **theme for the evening**.
- ▶ You **contact all speakers** in advance & **prepare their introductions**.
- ▶ You ensure the meeting **begins & ends on time**.
- ▶ You **preside over any ceremonies** at the end the meeting (new members, awards & certifications).
- ▶ You ensure the meeting is closed off properly afterwards on **EasySpeak** (awards & video link).

### Event Timeline

- ▶ **10 days before the meeting: Theme & Supporting Roles**
  - Not long after the previous meeting, you prepare an e-mail 1/ announcing the theme of the meeting & 2/ inviting the members to confirm their attendance & fill in the supporting roles. Send the e-mail to the Secretary & to the VP Ed. The Secretary will forward the e-mail to all members of the club. Do not use EasySpeak for 1-on-1 messaging. Ask the VP Ed for an e-mail list & write to the members directly.
  - Add the theme of the meeting to EasySpeak, together with a small picture highlighting the theme.
- ▶ **7 days before the meeting: Speaker Confirmation & Introductions**
  - Confirm the participation of all speakers, request speeches titles & personal introductions tied to the theme (100-200 words).
  - Ask if they require supporting materials (e.g. projector). A laptop isn't available, so coordinate with the speakers should they require one. Remind them to print their Pathways evaluation forms.
  - Assign any remaining supporting roles on EasySpeak. Make sure to use the "send third e-mail" function to inform members that they have been assigned a role. The VP Ed can help you with this.
- ▶ **5 days before the meeting: Finalize Agenda & Word of the Day**
  - Fill any open supporting roles: if necessary, contact people individually to confirm their participation. One person can have multiple roles.
  - Make sure the Grammarian picks a 'Word of the Day' & adds it on EasySpeak. Then it will be on the agenda. There is a detailed agenda in EasySpeak that is a useful guide for planning & for use during the meeting.
- ▶ **Before the meeting: Complete Agenda & Notes and Rehearse**
  - Your main role is to prepare introductions for the speakers & to warm the audience for them. This includes mentioning their Pathways project & the speech title. Make sure to get their information right (e.g. pronunciation of name). Think about your transitions & closing words.
  - Finalize the agenda & print ±30 copies (black & white is fine, two-sided is better).
  - Don't forget your notes & the agendas.

## During the Meeting

- ▶ Check your agenda & mark attendance for all the speakers & supporting roles as they come in. Be prepared for any last minute changes, but don't panic. Being flexible & agile is part of the learning process.
- ▶ Make sure all supporting materials are present & working properly. Encourage speakers to test if their required setup works when they arrive.
- ▶ Make sure the meeting ends on time: Table Topics should end by 21:20.
- ▶ Counting of the votes is done by the Sergeant at Arms or their backup, after the final Table Topic.
- ▶ Check with the VP Ed if there are any Ice Breakers, new members or special awards. They join the ceremony at the end.

## Practicalities

- ▶ The Sergeant at Arms or their backup brings the projector, club's banner, pens, ballots & ribbons.
- ▶ Some advice to get the meeting going:
  - avoid unnecessary explanations of the supporting roles.
  - consider only giving the word to the Grammarian to present the 'Word of the Day'.
  - for others, just mention the name of the person performing the role & where they're sitting.

Standard format:

<b>What?</b>	<b>Who?</b>	<b>How long?</b>
Doors	Sergeant at Arms	2 min
Opening	President	1 min
Evening & theme intro	TME	2 min
Roles intro	TME	2 min
Inspiration o/t Day	Supporting role	2 min
<b>Speeches 1-5</b>		<b>5 x 7-9 min</b>
<i>Introduction</i>	<i>TME</i>	<i>1 min</i>
<i>Speech</i>	<i>Speaker</i>	<i>5-7 min</i>
<i>Feedback</i>	<i>Audience + Timer</i>	<i>1 min</i>
<i>Intermission – bar – drinks</i>	<i>---</i>	<i>15 min</i>
<b>Evaluations 1-5</b>		<b>5 x 3-4 min</b>
<i>Introduction</i>	<i>TME</i>	<i>1 min</i>
<i>Evaluation</i>	<i>Evaluator</i>	<i>2-3 min</i>
<b>Table Topics</b>		<b>10-15 min</b>
<i>Intro</i>	<i>Table Topics Master</i>	<i>2 min</i>
<i>Table Topic 1-...</i>	<i>Audience</i>	<i>1-2 min</i>
Voting – SaA counts	TME	1 min
End Reports (Grammarian, Ah Counter, Timer)	Supporting role	5 min
General Evaluator	Supporting role	3-4 min
Awards	TME	3 min
Announcements & Close Meeting	President	5 min