

# 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

- ▶ You choose & develop a **theme for the evening**.
- ▶ Together with the VP Ed, you ensure all speaking slots, evaluations & other supporting **roles are filled**.
- ▶ 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 of the meeting (new members, Icebreakers, awards & other certifications).
- ▶ Together with the VP Ed, you ensure the meeting is closed off properly afterwards on **EasySpeak** (awards & video link).

## Event Timeline

- ▶ **1 month before the meeting: Theme**
  - Share your theme title, theme outline (150-200 words) and theme image with the VP Ed and Secretary so they can add it to EasySpeak, the club website, Facebook & LinkedIn.
- ▶ **10 days before the meeting: Supporting Roles**
  - If not done already, ensure the Secretary sends out an e-mail 1/ announcing the theme of the meeting & 2/ inviting the members to confirm their attendance & fill in the supporting roles.
- ▶ **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). **Do not use EasySpeak for 1-on-1 messaging**. Ask the VP Ed for an e-mail list & write to the members directly.
  - Ask if speakers 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, align with the VP Ed on contacting 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.
- If a speaker provided way too much information for their introduction, edit & resize it but ensure their main message is preserved.
- Finalize the agenda & share it, hard copy or digital:
  - print ±30 copies (black & white is fine, two-sided is better)
  - or better: **ask the group admin to share a jpeg and/or pdf of the finalized agenda in TMF's WhatsApp group**
- Don't forget your notes & sharing the agenda.

## 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 TME process.
- ▶ Make sure all **supporting materials** are present & working properly. Encourage speakers to do a **tech test** if their required setup works when they arrive instead of 1 min before they have to speak.
- ▶ Don't forget to remind attendees to **provide feedback after every speech**. It's also useful to recommend they write who it is from and that they write clearly. Not being able to read feedback or know who it's from is annoying.
- ▶ Make sure the meeting ends on time.
- ▶ **Counting of the votes** is done by the Sergeant at Arms or their backup, after the final Table Topic. Alternatively, you can split the voting in 2: Best Speaker before the break, the rest at the end of the meeting.
- ▶ Check with the VP Ed if there are any **Icebreakers, new members or educational awards**. They join the ceremony at the end.

## Practicalities

- ▶ The Sergeant at Arms or their backup brings the **equipment**: projector, club's banner, pens, ballots & ribbons. Make sure you align on this beforehand what you'll need.
- ▶ Some advice to get the meeting going:
  - avoid unnecessarily long explanations of the supporting roles in case there's 1 or less guests.
  - 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 (Grammarians, Ah Counter, Timer)	Supporting role	5 min
General Evaluator	Supporting role	3-4 min
Awards	TME	3 min
Announcements & Close Meeting	President	5 min