

TOASTMASTER'S CHECKLIST

Name _____ Date of Meeting _____

Toastmaster

BEFORE THE MEETING: It is your duty to **CONTACT YOUR SPEAKERS AND HELPERS BY PHONE** to make certain they are aware of their responsibilities.

AT THE MEETING: Before the meeting starts, make certain each of the following is present and understands his duties.

1. TABLE TOPICS CHAIRMAN _____
2. TIMER _____
3. GRAMMARIAN _____
4. VOTE COUNTER _____
5. "AH COUNTER" _____
6. Check with General Evaluator _____ to make certain he has assigned his evaluators and has the names of all speakers.

WHEN INTRODUCED:

1. Acknowledge President's introduction and recognize your audience.
2. Introduce the helpers listed above
3. Call on TABLE TOPICS CHAIRMAN _____ to conduct Table Topics.
4. Present the speakers in turn. Try to give a little background or comment on each speaker. Be a genial host.

SPEAKER	TITLE	TIME	EVALUATOR

The General Evaluator will call on the following helpers. However if they forget, then it will be your duty to call on them.

5. Instruct members to fill out ballots and pass them to the VOTE COUNTER _____.
6. Introduce GENERAL EVALUATOR _____ who will conduct the evaluation period.
7. Ask TIMER _____ for his/her report.
8. Ask "AH COUNTER" _____ for his/her report.
9. Ask GRAMMARIAN _____ for his/her report.
10. Ask Joke / Word Master _____ for his/her report.
11. Call on VOTE COUNTER.