

→ Presiding Officer introduces you

Toastmaster Cheat Sheet

- Talk about your theme (1-2 minutes)
- Introduce the functionaries for the evening:

Ah Counter:

Timer:

Grammarian:

Vote Counter:

Instructions

1. Fill in the names in the white boxes and circle the lectern requests before you start.
2. Check the check-boxes as you go along.

Introduce TABLE TOPICS MASTER:

3-5 MINUTE BREAK

- Prepared Speeches. For each speech:
 - Introduce the speaker, their Pathways project details, and their speech title
 - After each speech, spend 1 minute writing comments
 - After 45 seconds of silence, give a quiet theme fact

Remind everyone to give standing ovations for icebreakers and final speeches

Speaker Name	Pathways Project	Speech title	Lectern?
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No

- Functionary Reports & voting
 - **Grammarian's Report (from their seat):** Who used the word of the day?
 - **Timer's Report (from their seat):** Who qualified?
 - **Vote** for Best Speaker

Introduce GENERAL EVALUATOR:

- Announce the winners!

→ Presiding Officer closes the meeting

