

TOASTMASTER'S SCRIPT

Before the Meeting:

- Select the theme and let the Vice President of Education know.
- Prepare some facts/information relating to the theme to share at the meeting.
- Fill open roles for the meeting, remind of roles and confirm via email and/or WhatsApp on Wednesday and Friday before, and the Day of the meeting (as needed)

Introduction Script: "As the Toastmaster I will facilitate the meeting. There are 3 parts of a typical Toastmasters meeting; Table Topics which is the impromptu speaking, Prepared speeches, and evaluations. At Career Builders, we are here to practice in a safe environment and not perform. Note that some topics or subjects may be sensitive in nature as members are working both on professional and personal development.

Today's theme is: *(state the theme and talk about it for a minute or two).*

I will be assisted by *(introduce the functionaries and ask them to explain their roles)*

Ah-Counter: _____ Grammarian: _____

Timer: _____ Vote Counter: _____

General Evaluator: _____

"(Give another fact on the theme). The first part of the meeting is Table Topics. Please help me welcome your Topicsmaster: _____."

(Once the Topicsmasters calls you back up, give one more fact on the theme and then call for a 5-minute break. After the break, call meeting back to order. Give one fact about the theme.)

"We are now moving into the second portion of the meeting, the prepared speeches where members actively work on not only their leadership development through their projects but their communication skills by preparing for a speech." *(Introduce the first speaker).*

Speaker intro:

"Our first speaker is completing the *(project name)* on level *(level #)* of the *(path name)* Path. For the purpose of our timer, this will be a *(time frame requested)* speech. *(Give speech intro, if provided)*. Please help me welcome *(name of member)* in *(title of speech)* ***Note if it is an ice breaker, state that at the club we give a standing ovation after the speech until the speaker returns to their chair as it takes a lot of valor to give the first speech.**

Example: Our first speaker is completing the Ice Breaker on level 1 of the Motivational Strategies Path. As a reminder, at our club, we give a standing ovation after the Ice Breaker speech until the speaker returns to their chair. For the purposes of the timer, this will be a 4-6 minute speech. Today, our speaker will be talking about moving from the east coast to the west coast. Please help me welcome Juan Smith in 'A Huge Change'.

After the speaker has completed: "Please take a minute to provide the speaker with some feedback. Remember we like to provide the sandwich method where we list something the speaker did well, followed by constructive feedback, and concluded with something they did well."

(Repeat for each speaker. After the last speaker, additionally ask the grammarian on which speaker used the word of the week, ask the timer which speaker qualified, then call for best speaker vote.)

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“Now we will move into the third part of the meeting which will be led by our General Evaluator:_____

After General Evaluator portion: *(Give another fact or two about the theme, until the vote counter gives you the certificates for the best table topics, best speaker, and best evaluator).*

“Our best table topics is *(member name)*. Our best evaluator is *(member name)*. Our best speaker is *(member name)*.” *(Give concluding remarks on the theme and then welcome back the President/Presiding Officer).*

Speaker 1: _____

Path:_____ Level:_____ Time:_____

Project name:_____

Intro:_____

Speaker 2: _____

Path:_____ Level:_____ Time:_____

Project name:_____

Intro:_____

Speaker 3: _____

Path:_____ Level:_____ Time:_____

Project name:_____

Intro:_____

