

# TOASTMASTER CHECKLIST

**Before the Meeting:** It is your duty to contact your speakers to make certain that they are aware of their speaking responsibility and to obtain the title and timing of their speeches. Remind each speaker to bring his/her manual.

**At the Meeting:** Before the meeting starts, make certain each of the following understands his duties.

- |                        |                      |
|------------------------|----------------------|
| 1. Timer: _____        | 3. Grammarian: _____ |
| 2. Vote Counter: _____ | 4. Ah Counter: _____ |

Check with General Evaluator (\_\_\_\_\_) to make certain that he/she has assigned the evaluators and has the names of all speakers.

Have President announce program changes before calling the meeting to order.

**When introduced:**

1. Acknowledge President's introduction and recognize your audience.
2. Introduce the four helpers listed above. Timer, Vote Counter, etc.
3. Present the speakers in turn. Try to give a little background information or comment on each speaker. Be careful to make their titles clear.

Speaker	Subject	Time	Evaluator
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**After Speeches:**

Ask Timer (\_\_\_\_\_) to report and request audience that ballots be passed to Vote Counter (\_\_\_\_\_).

Introduce General Evaluator (\_\_\_\_\_) who will conduct the evaluation period.

Ask Ah Counter (\_\_\_\_\_) for report.

Ask Grammarian (\_\_\_\_\_) for report.

Call on Vote Counter (\_\_\_\_\_) for results of balloting of top speaker, best table topic speaker, and best evaluator. Present awards to winners.

If desired, thank those who have made the program successful. Then return control of the meeting to the President.