

**Lexington Leaders
Regular Meeting
Toastmaster Role Tip Sheet**



WHERE LEADERS ARE MADE

The week prior to the meeting contact Speakers, Table Topics Master and General Evaluator to confirm the assignments and get their introductions.

Take the lead to find replacements if needed.

It is YOUR show and YOUR Schedule this day. Treat it like a real life job assignment. Be prepared.

Opening Monologue

As Toastmaster you present a talk on any topic to warm up the audience.

It is not a manual talk and it is not evaluated.

The length is usually 2 – 3 minutes. Just relax and have fun. Set a nice tone for the meeting.

Introduce Speaker #1

Stay at the lectern until the speaker arrives. Shake hands and then walk behind speaker to your chair.

Begin the applause when speaker is finished.

You are allowed to make a comment about the speech if you want.

Introduce Speaker #2

Stay at the lectern until the speaker arrives. Shake hands and then walk behind speaker to your chair.

Begin the applause when speaker is finished.

You are allowed to make a comment about the speech if you want.

Ask timer if both speakers were within their time limits.

Ask for a vote - if both speakers were within time. If one or both were outside the time limits, no vote is needed.

Introduce the Table Topics Master

Stay at the lectern until the Table Topics Master arrives. Shake hands and return to seat.

The Table Topics Master should explain what Table Topics is about. You don't have to do that.

When complete, lead applause and return to front and shake hands.

Introduce the General Evaluator, shake hands and return to chair.

When the General Evaluator is finished, go back to the front, shake hands and say thank you and lead applause.

Call on the Joke Master for the Joke.

This gives the vote counter time to finish counting and make a note about who the winners are.

Get the Vote results from the timer/vote counter.

Announce the winners in this order:

- Table Topics
- Evaluator
- Speaker

Hand them their ribbon, shake hands and allow them to say thanks. Lead applause.

Our club does a "drum role" before the winners name is announced. Lead that.

Thank everyone for participating and say how much you enjoyed being the Toastmaster!

Return control of the meeting to the President.