

### Toastmaster

- There's a Duty Roster that you may have received when you joined; it's got a job description (attached). If you don't have one, get one.
- Send the Chairman an email to confirm your attendance; that might save the Chairman a call to you. Include intro info (ask Dave; he knows)
- Phone every scheduled speaker a few days ahead of time. Ask for their speech title and time (they won't have either, but ask, and tell them to let you know ahead of the meeting)
- Find out if it's a manual speech. If so, include the one main objective of the speech in your intro.
- Get background info (~2-3 points) on each speaker to make an intro

### On the night,

- Confirm who your timer is. Timing must be T-2min, T-1min, T, and no lights or buzzers, just leave the red on. Give the timer the speech times NOW in case you forget during the intro.
- Confirm with the GE who the evaluators are, and agree with the GE with their assigned speaker (appropriate to skill level, etc.)
- Tell each speaker who their evaluator is, and make sure that they give them their manual if a manual speech

### At the Lectern,

- Thank the Chairman
- Greet the crowd and give a brief intro of the session
- Introduce the timer

### For each speaker,

- Intro the speaker, including manual speech # & purpose, give the title & time
- Welcome the speaker
- (Get out of the way)
- Afterwards, lead the applause and thank the speaker
- Give a bridging comment or two, complimentary in nature
- Introduce the General Evaluator