

TOASTMASTER CHECKLIST

TASK	EXPLANATION	
Introduction	Explain purpose of Prepared Speech Session.	
Timer	Call upon the Timer for an explanation of the timing.	
Peer Evaluation	Remind the assembly to fill out the peer evaluation sheets.	
Introduction of Speakers	<p>Provide a formal introduction of each speaker. Attempt to blend the introduction with the speaker's topic. If a manual speech, inform the audience as to its purpose, e.g., gestures, and ask the audience to make particular note of this as they complete their evaluation forms.</p> <p>Clearly state the speech title and the requested time for the timer. (Note: A list of speakers and their titles and requested times should be given to the timer beforehand.)</p> <p>Lead the welcoming applause and the applause at the conclusion of each speech.</p>	
Bridge Gap	Bridge the gap between speakers by making BRIEF comments or a QUICK summary of the speech and introduce the next speaker.	
Topics		Introductory Comments
Speaker 1	Name	
	Title	
Speaker 2	Name	
	Title	
Speaker 3	Name	
	Title	
Speaker 4	Name	
	Title	
Close Session	Close the session with a BRIEF wrap up comment.	
General Evaluator	Provide a formal introduction of the General Evaluator.	