

Script for the Toastmaster

Role: To run the non-business part of the meeting, hosting and conducting the program. You will introduce the various speakers, and will conclude this part of the meeting. Be sure to sit close to the front of the room.

You will be announced by the Sargent at Arms to start the meeting
You will want to collect introductions from the speakers before the meeting.

Our Speakers today are _____ and _____.

Our Timer is: _____
(ask timer to briefly explain his/her duties for the day)

Our Table Topics Master today is: _____
(ask Table Topics Master to briefly explain his/her duties for the day)

Our Quizmaster today is _____
(ask Quizmaster to briefly explain his/her duties for the day)

Our General Evaluator is: _____
(ask General Evaluator to briefly explain duties and introduce team)

AFTER GENERAL EVALUATOR IS FINISHED:

Our first speaker is: _____
(Read introduction sheet/Thank speaker when finished)

Our first speaker is: _____
(Read introduction sheet/Thank speaker when finished)

The Table Topics Master for today is: _____

Will the Timer please give us the times for the Table Topics and the Speeches?

The General Evaluator for today is _____
(The General Evaluator will introduce the Evaluators and the Grammarian)

The Quizmaster today is: _____

Ask for any further announcements and close the meeting.