

# THE TOASTMASTER'S CHECK LIST

Name: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_  
TOASTMASTER

**BEFORE THE MEETING:** It is your duty to contact your speakers to make certain that they are aware of their speaking responsibilities and to obtain the titles of their speeches. Remind each speaker to bring his or her manual.

**AT THE MEETING:** Before 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 or 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 or comment on each speaker. Be careful to make their titles clear.

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

**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, most improved speaker, and best table topic speaker. Present awards to winners. If desired, thank those who have made the program successful. Then return the gavel and control of the meeting to the president.