

Toastmaster of the Day  
Duties (script)

Welcome everyone again if you wish to

Handle any **“holes”** or **changes** to your written agenda (make sure all duties are covered) you can do this as you read the following:

TMD – My duty as Toastmaster of the Day is to insure a well-run meeting. In order to fulfill these duties, I have the following people to help me. Our **Table Topics Master** is \_\_\_\_\_ and he/she is in charge of the impromptu portion of our meeting. Our **General Evaluator** is \_\_\_\_\_ and he/she is responsible for having evaluators for each speaker and evaluating the standard of excellence of the meeting. One of the skills of a Toastmaster is how to deliver a speech within strict time limits. In order to accomplish this task we will be using a **timer**. \_\_\_\_\_ will be timing our prepared speeches, the Table Topics responses, and the prepared speech evaluations. Our **Grammarian and Ah-counter** today is \_\_\_\_\_ and he/she will point out obvious and not-so-obvious mistakes in word usage, grammar, and pronunciation. The “Ah” counter helps cure the annoying habit of “vocalized pauses” ah, er, and uh.

Now that we have our agenda set, let’s proceed.

Introduce: whomever is handling **Introductions**. (Lead applause both when they stand up to begin introductions, and when they finish)

Introduce: whomever is doing the **Word of the Week** (Lead applause)

Introduce: whomever is doing the **Inspiration** (Lead applause)

(Some transition words after Word of the Week and Inspiration are always nice)

It’s time now for our **prepared speeches**. Today we have one speaker. Before I introduce him/her, as our timer today, \_\_\_\_\_, will you please give us the timing procedure for prepared speeches? (He gives it, you thank him), then give the introduction of your speaker(s). They will give you your intro material. (Most times you will have to ask them for it ahead of time, be sure to give them a proper introduction. In addition to the personal stuff, tell everyone what manual they are working out of (either the Communications & Leadership or the name of the Advanced Manual, and what speech—the number and the name. Give the title of his/her speech, then tell how much time he/she has asked for, then “please help me welcome” or whatever you want to say here. Shake hands before leaving behind the lectern, shake hands again after the speech is over and you take control. Again, transition words, something nice about the speech. Ask the timer if the speaker(s) was/were within time. (if you have only one speaker, there will be no vote for Best Speaker, you will want to say so; if you have more than one, there will be a vote between those within time)

It's now time for the impromptu portion of our meeting. To challenge us and to help us think on our feet, please help me welcome our **Table Topics Master** today, \_\_\_\_\_. Shake hands, (Lead applause) (The Table Topics Master should ask for the timer for the timing procedures for Table Topics)

Take control, shaking hands. Again, transition words about the table topics. If the Table Topics Master forgets, ask the timer if all respondents were within time and handle voting procedure.

Let's see how well we have conducted our meeting today. To help us do that, please help me welcome our **General Evaluator** \_\_\_\_\_. Shake hands, (Lead applause)

General Evaluator will handle the evaluation(s), grammarian's report and his/her own evaluation. Again, if he forgets to ask if the evaluators were all within time, handle this. As on prepared speeches, if there is only one evaluator, there will be no vote.

Take Control (thank goodness, for the last time!!!) shaking hands. Make a few of **your own comments** about the meeting. Ask timer / vote counter for the **voting results** for Best Speaker, Best Evaluator, and Best Table Topics and present ribbons in that order.

Ask any **guests** for comments.

Ask if there is **any other business**; if not, this meeting is **adjourned**, one rap with the gavel.