

# THE TOASTMASTER'S CHECKLIST



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

**Before the Meeting:** Contact scheduled speakers and members assigned meeting roles to ensure that they are aware of their responsibilities and to obtain speech titles for speakers. Remind each program participant to bring his or her CC and CL manual.

**At the Meeting:** Before the meeting starts, make certain each of the following understands his or her duties.

1. Timer: \_\_\_\_\_ 3. Grammarian: \_\_\_\_\_  
 2. Vote Counter: \_\_\_\_\_ 4. Ah-Counter: \_\_\_\_\_

Ensure the general evaluator \_\_\_\_\_ has assigned evaluators and has the names of all assigned meeting participants.

Have the president announce program changes before calling the meeting to order.

**When Introduced:**

1. Acknowledge the president's introduction and recognize your audience.
2. Introduce the four helpers listed above.
3. Present the speakers in turn, giving a prepared introduction for each. Pronounce speech titles clearly and correctly.

SPEAKER	SUBJECT	TIME	EVALUATOR
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**After Speeches:** Ask the timer \_\_\_\_\_ for his or her report and request that ballots be passed to the vote counter \_\_\_\_\_ .  
 Introduce the general evaluator \_\_\_\_\_ who will conduct the evaluation period.  
 Ask the Ah-Counter \_\_\_\_\_ for his or her report.  
 Ask the grammarian \_\_\_\_\_ for his or her report.  
 Call on the vote counter \_\_\_\_\_ for results of balloting of the top speaker, most improved speaker, and best Table Topics speaker if your club does this. 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.