

**Deans Toastmaster Checksheet**

(wait for the president to welcome you to the stage)

**anagram : H A T S**

- H = handshakes.....why?...ask someone.
- A = applause.....why?...ask someone.
- T = timings.....why?...ask someone.
- S = slips.....why?...ask someone.

ask the audience “has everyone got a slip?”  
 introduce the officials for this meeting

**the timer \_\_\_\_\_**

ask to describe his/her role  
 politely remind timer that he/she must also time the general evaluator  
 and grammarian slots as per the timings given on the agenda.

**the grammarian \_\_\_\_\_**

ask to describe his/her role  
 ask what their word of the day is

**the table-topics master \_\_\_\_\_**

ask to describe his/her role

**the general evaluator \_\_\_\_\_**

ask to describe his/her role

describe your theme

“now lets begin the main speech program.”  
 “i’ll introduce each speakers evaluator first.”

Invite 1 <sup>st</sup> evaluator _____ to give speech objectives for 1 <sup>st</sup> speaker _____ Invite 1 <sup>st</sup> speaker _____ with a speech entitled _____ Allow 1 minute to complete slips. (ask timer to let you know when the minute is up)
Invite 2 <sup>nd</sup> evaluator _____ to give speech objectives for 2 <sup>nd</sup> speaker _____ Invite 2 <sup>nd</sup> speaker _____ with a speech entitled _____ Allow 1 minute to complete slips. (ask timer to let you know when the minute is up)
Invite 3 <sup>rd</sup> evaluator _____ to give speech objectives for 3 <sup>rd</sup> speaker _____ Invite 3 <sup>rd</sup> speaker _____ with a speech entitled _____ Allow 1 minute to complete slips. (ask timer to let you know when the minute is up)
Invite 4 <sup>th</sup> evaluator _____ to give speech objectives for 4 <sup>th</sup> speaker _____ Invite 4 <sup>th</sup> speaker _____ with a speech entitled _____ Allow 1 minute to complete slips. (ask timer to let you know when the minute is up)

ask timer – were all the speeches in time  
 ask everyone to vote for best speaker on the slip provided  
 “put a second place vote on the slip too”  
 “sergeant at arms will collect your votes”

There will now be a 20 minute break



Wait for sergeant at arms to welcome you to the stage

**Introduce table topics master**

“who will deliver the table topics section of the evening”

sit down.

(table topics master will ask sergeant at arms to collect votes for best evaluator – so you don’t need to)

(keep an eye on the clock during this section and when the tabletopics master is seated - let him/her know when they must make their next tabletopics speaker their last of the evening)

**Introduce general evaluator**

“who will deliver the evaluations section of the evening”

sit down.

(general evaluator will ask sergeant at arms to collect votes for best evaluator – so you don’t need to)

**Introduce grammarian**

“to deliver his/her report on the evening”

sit down.

Thank everyone for their input.

Make a comment about how easy the toastmaster role is, and encourage others to give it a go.

If there is time – encourage people to be pro-active and book their role requirements with the VP Ed.

Hand back to the president.

Sit down and give yourself a pat on the back for a job well done. Only provided you finished on time of course! :-)

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