SPEECOM TOASTMASTERS CLUB
WHAT TO DO – MEETING PREPARATION CHECKLIST

Toastmaster of the evening (TME)

A. At the earlier meeting EM, 2 weeks before Actual Meeting (AM)

1.   Get the list of confirmed role-players and list of those who would not be attending AM, from the VP Education (VPE).

2.   Get the phone numbers of all members from VPE.

3.   Wait for e mail with the list of tentative role-players from VPE.

B. A week or so before actual meeting AM

1.   Contact the role-players (confirmed role-players and suggested role-players by VPE), to reconfirm that they are coming for AM.

2.   Arrange for replacements, if the need arises.

3.   Get word of the day, from the Language Evaluator

C. On actual meeting day, AM

1.   Come early. Bring adequate copies of the programme sheet, with the updated list of role-players (inclusive of the word of the day, by the Language evaluator).

2.   Ensure that all the role-players are present, especially those needed for the first half of the meeting, so that the meeting can start on time. Arrange for replacements, if the need arises.

3.   Prepare a draft write up, to make it easier for the introduction of TME by the President.

D. Upon being called upon by the President at the start of the meeting

1.   Explain briefly about the benefits of joining the club. Show to the members of the audience, a copy of the Communication manual, Leadership manual, and the Toastmaster magazine.

2.   Request each of the role-players to explain briefly his or her role.

A	Invocation presenter	F	Language evaluator
B	Table topics master	G	Time keeper
C	Table topics evaluator	H	Ah counter
D	Humour master	I	Sergeant-at-arms or assistant
E	General evaluator		

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WHAT TO DO – MEETING PREPARATION CHECKLIST

1. Call upon the role-players for each session (Lead the applause. Wait for each person to come to the lectern, shake his or her hand, then take a seat at the front of the U-shape table)

A	Invocation presenter
B	Table topics master (during the table topics session, TME would write down the names of each participant on the board).
C	Table topics evaluator
D	Humour master

2. After being called back by the humour master, TME to request for a 10-minute break.
3. Upon being welcomed back by SAA for the start of the second session, TME to ask the speech evaluator(s) to read the objective of the speech assignment. Then TME read out a brief bio of the speaker (not required for Ice Breaker speeches), and introduce the speaker and speech title.
4. After the last speaker has spoken, TME to ask for voting of best speaker (if there are more than 2 speakers).
5. TME to welcome General evaluator (GE) for the evaluation session.
6. After being called by GE upon the completion of the evaluation, TME to ask the President to give away awards for best table topics speaker, best evaluator (optional), best speaker (optional).
7. TME to welcome back the President for the closing address.

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Table topics master (TTM)

A. On the day of the actual meeting (AM):

1. TTM to inform members of the audience of the purpose of the session, the theme for the session.

2. TTM to ask participants to speak in front of the lectern.

3. TTM to mention about timing device (maximum time allowed: 2.5 minutes).

4. While participant is speaking, TTM to sit at the front of the U-shaped table. TTM to lead applause, and shake the hand of the speaker, during the start and at the end of each speech.

5. Before coming to the last two questions, TTM to inform the members of the audience.

6. After the last speaker of the table topics session has completed his speech, TTM to ask members of the audience to vote for the table topics speaker. A glass will be passed from one end of the table to the other end (where the President can do the tabulation of votes and fill up the certificate for the winner).

7. TTM to welcome back TME.

SPEECOM TOASTMASTERS CLUB
WHAT TO DO – MEETING PREPARATION CHECKLIST

Table topics evaluator (TTE)

A. On the date of the actual meeting (AM):

* TTE to highlight one strength and one matter for improvement, for each speaker. (time allocated : 30 seconds for evaluation of each speaker).

* After the evaluation, TTE to welcome back TME.

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Humour master (HM)

A. On the date of the actual meeting (AM):

* HM to deliver a session. No tasteless jokes, please.

* After the session, HM to welcome back TME.

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General evaluator (GE)

A. On the date of the actual meeting (AM):

1. GE to call upon speech evaluator(s) to give his or her evaluation.

2. After the final speech evaluator's session, GE to request for voting of best evaluator (if there are more than 2 evaluators).

3. GE to call upon:
   a. Language evaluator (evaluation done at the front of the lectern)
   b. Ah counter
   c. Time keeper

4. GE to highlight strengths and matters for improvement for:
   A Invocation presenter
   B Table topics master
   C Table topics evaluator
   D Humour master
   E Speech evaluator(s)
   F Language evaluator
   G Time keeper
   H Ah counter
   I Sargeant-at-arms or assistant
   J Toastmaster of the evening.

5. GE to welcome back TME.

SPEECOM TOASTMASTERS CLUB
WHAT TO DO – MEETING PREPARATION CHECKLIST

Language evaluator (LE)

A. A few days before the date of the actual meeting (AM):
* LE to inform TME, of the Word of the Day.

B. On the date of the actual meeting (AM):
* LE to highlight points of improvement, and strengths, of the English Language used, during the meeting.

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Ah Counter (AC)

A. On the date of the actual meeting (AM):
* AC highlights individual members/ guests who have used word clutches, and be specific about examples of the word clutches.

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Speech evaluator:

1. Suggest points for improvements, and highlight strengths of the speaker.

2. For evaluation of an icebreaker speech, or those who are completing the final speech in a manual & will achieve award by Toastmasters International, to request for a standing ovation for the speaker.

3. To welcome back the GE.

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Club President:
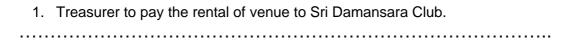
A. On the date of the actual meeting (AM):

1. Upon being welcomed by the SAA at the start of the meeting, the President to welcome everyone to the meeting, request everyone to fill up the glass, to stand up, and to propose a toast to Toastmasters International. President then ask for brief comments from the guests. If there any MAJOR announcements of interest to ALL members (eg collection of semi-annual dues), president will make the announcement or ask the relevant exco officer to make the announcement.

2. President to read out brief bio about the TME, and to welcome the TME, at the start of the meeting.

3. At the end of the meeting, the President to invite brief comments from the guests, and then thank everyone for coming, and request them to 'Come back next time, and have a safe journey home.'

SPEECOM TOASTMASTERS CLUB
WHAT TO DO – MEETING PREPARATION CHECKLIST

Club Treasurer

Before the start of the club meeting:

1. Treasurer to collect meeting fees from everyone, except for VIP exempted by the Club President.
2. Treasurer to call guests to record down details of their phone numbers and e-mail addresses, for follow-up purpose.
3. If there are guest who sign up as members, Treasurer to give guests photocopies of the first 2 speeches in the Communication Manual.

After the club meeting:

1. Treasurer to pay the rental of venue to Sri Damansara Club.

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Sergeant-at-arms (SAA) and assistant(s)

Before the start of the club meeting:

1. Arrange timing device (the stop watch and the light bulbs are in the timing box).

2. Bring the voting slips for best table topics speaker (compulsory), best evaluator (optional) and best speaker (optional).

At the start of the club meeting:
* SAA to welcome everyone to the club meeting, INFORM everyone to switch off handphones and to remind those who have not register to see the club Treasurer during the break, and to welcome the Club President.

At the start of the second session:
* SAA to welcome everyone to the second half, and call upon the Toastmaster of the evening.

At the end of the club meeting.
* To put back the stop watch and light bulbs in the timing box.

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Club Reporter:
Within 72 hours of the club meeting, Reporter to e-mail to all members, (a) the date/ venue/ time of the next club meeting, and (b) a brief write-up of what's happened at the actual meeting.

The write-up of happenings at the actual meeting, should include:
  (1)   the name of everyone who attended, to be mentioned at least once.
  (2)   If someone is doing a major role and minor role, it may be sufficient to mention only the major role performed.

A separate e mail is sent by the Reporter, to all the guests.

SPEECOM TOASTMASTERS CLUB
WHAT TO DO – MEETING PREPARATION CHECKLIST

Timekeeper's report

Meeting date:

Meeting is targetted to start at 7.30 pm and ends at 9.30 pm

Meeting started at: ---------------- President's opening address, introduction of guests, Exco matters	Roleplayer	Time allocated (minutes) 3 to 5	Actual time taken (minutes & seconds)
1st half			
TME's session		3 to 5	
Invocation presenter's session		2 to 3	
TT Master's session: Table topics speaker	(per speaker)	1.0 to 2.5	
# 1			
# 2			
# 3			
# 4			
# 5			
# 6			
# 7			
# 8			
Humour master		2 to 3	
TT evaluator's session		3 to 4	
Break			
2 nd half started at			
2nd half Prepared speakers			
# 1			
# 2			
# 3			
# 4			

SPEECOM TOASTMASTERS CLUB
WHAT TO DO – MEETING PREPARATION CHECKLIST

GE's session			
Speech evaluator # 1	Per evaluator	2 to 3.5 min	
# 2			
# 3			
# 4			
Language e's report		2 to 3 min	
Ah counter's report		1 to 2 min	
Timekeeper's report		1 to 2 min	
GE's report		3 to 5 min	
President's closing address			
Meeting ends at: --------------------			

SPEECOM TOASTMASTERS CLUB
WHAT TO DO – MEETING PREPARATION CHECKLIST

For timekeeper's use Usage of timing lights/ cards & ringing of bells	Green light (note: not more than 1 light is on at any one time)	Amber light	Red light	Bell (to ring once only)
For a session of 1 to 2 minutes (eg timekeeper, & ah counter)	after 1 minute	after 1.5 min	after 2 min	after 2.5min
For each Table topics speaker: 1.0 to 2.5 minutes	after 1.0 minute	after 1.5 min	after 2 min	after 2.5min
2 to 3 minutes (eg humour master, language evaluator, each speech evaluator, invocation presenter)	after 2 minutes	after 2.5 min	after 3 min	after 3.5min
1.5 to 3.5 minutes: eg for each evaluator of prepared speeches	after 2 minutes	after 2.5 min	after 3 min	after 3.5min
3 to 4 minutes (eg TT evaluator)	after 3 minutes	after 3.5 min	after 4 min	after 4.5min
3 to 5 minutes (eg GE's report, and TME's session)	after 3 minutes	after 4 min	after 5 min	after 5.5min
For prepared speech				
: C&L # 1	after 4 minutes	after 5 min	after 6 min	after 6.5min
: C&L # 2 to # 9	after 5 minutes	after 6 min	after 7 min	after 7.5min
: C&L # 10	after 8 minutes	after 9 min	after 10 min	after 10.5min
Advanced speeches (depends)				
Successful club presentation	after 10 minutes	after 12.5 min	after 15 min	after 15.5min

Always, strive to start meetings on time and end meetings on time.
Timekeeper to only report exceptional cases: to highlight those who speak less than the minimum time or those who exceed the maximum time allocated.

SPEECOM TOASTMASTERS CLUB
WHAT TO DO – MEETING PREPARATION CHECKLIST

Vice President Education (VPE)

A. At the earlier meeting EM, (2 weeks before meeting actual, AM)

1. Confirm with members of the EM, who are the members who will take up roles at the AM.

2. Give a copy of (1) to TME of AM, including of list of those who confirm that they would not be attending AM.

3. Give out list of phone numbers, e mail addresses, of All members, to TME, so that TME can reconfirm roles later.

B. Within 48 hours after earlier meeting EM,

1. Send out an e-mail to all club members indicating a draft programme sheet with (a) the confirmed role-players and (b) the suggested role-players

C. Four days or so before meeting actual AM

1. To follow up with TME, to ensure that TME is diligently following up with role-players.