

# TOASTMASTER WORKSHEET

President introduces Invocator: \_\_\_\_\_

President introduces Toastmaster: \_\_\_\_\_

1. INTRODUCE MISSION READER: \_\_\_\_\_

2. EXPLAIN THE AGENDA & INTRODUCE MEMBERS WITH ROLES

Timer: \_\_\_\_\_

Word Master: \_\_\_\_\_

Ah Master: \_\_\_\_\_

Vote Counter: \_\_\_\_\_

Joke Master: \_\_\_\_\_

Toastmaster Minute: \_\_\_\_\_

3. DISTRIBUTE VOTE AND EVALUATION FORMS & BEGIN SPEECHES

- Remind members to write comments to each speaker (good feedback and positive suggestions).

Speaker #1 \_\_\_\_\_

Speech Title \_\_\_\_\_

Manual speech number and goal: \_\_\_\_\_

Time: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Speaker #3 \_\_\_\_\_

Speech Title \_\_\_\_\_

Manual speech number and goal: \_\_\_\_\_

Time: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Speaker #2 \_\_\_\_\_

Speech Title \_\_\_\_\_

Manual speech number and goal: \_\_\_\_\_

Time: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Speaker #4 \_\_\_\_\_

Speech Title \_\_\_\_\_

Manual speech number and goal: \_\_\_\_\_

Time: \_\_\_\_\_ Evaluator: \_\_\_\_\_

4. VOTE FOR BEST SPEAKER

5. BREAK – 10 minutes

6. SPEECH EVALUATIONS

7. VOTE FOR BEST EVALUATOR

8. INTRODUCE TABLE TOPICS MASTER: \_\_\_\_\_

9. VOTE FOR BEST TABLE TOPICS SPEAKER

10. ASK FOR WRITTEN COMMENTS ABOUT YOUR TOASTMASTER ROLE

11. REPORTS

- Timer
- Ah Master
- Word Master
- Vote Counter – announces Best Table Topics, Best Speaker, Best Evaluator

12. NEW BUSINESS

Return meeting control to President