

## **HOST OF THE MEETING—checklist**

*By dr. Van Thai Nguyen*

### **Before meeting**

- Contact Vice President of Public Relations (VPPR) 1–2 weeks before the meeting
- Contact the Vice President of Education (VPE)
- Topicsmaster?
- Confirmation from speakers: speech title, evaluation objectives
- Assign Evaluators to each speaker

### **At the meeting**

- Set-up the room: seats, technical equipments, ballot sheet-clipboard-pen, Toastmasters lectern (if needed)
- Ribbons
- Members with roles are present, if not, find substitutes
- Greet guests
- The meeting starts at 18:00

### **During meeting**

#### **Introduce yourself and the meeting's outline**

- Housekeeping – Phones are off & bathroom location
- Introduction of [Toastmasters International](#) and [Toastmaster Tallinn](#)
- Introduce the Theme of the Meeting
- Introduce [Word of the Day](#) (WOD)
- Introduce the [handshake](#) (or fist bump) rule
- Introduce the meeting's outline: speeches, evaluations, tea break, and Table Topics

#### **Introduce Club Meeting Roles**

- Timer, Ah-counter, Grammarian (if any), and General Evaluator

#### **Warm-up**

#### **Prepared speeches and Evaluations**

- Introduce speakers: speaker name, objectives, speech title
- Lead the applause
- Give 1 minute to fill out the Evaluation Sheet
- Vote for Best Speaker
- Introduce the Evaluators
- Vote for Best Evaluator

## Break

## Table Topics®

## Reports

- Report from Ah-counter
- Report from Timer
- Report from Grammarian (if any)
- Report from General Evaluator

## After the reports

- Announce the awards: Best Speaker, Best Evaluator, Best Table Topics
- Additional ribbons: Welcome to Toastmasters ribbon, Ice Breaker ribbon
- Ask guests to the stage
- Club business
- Closing remarks
- The meeting ends at 20.00