

This is a step by step guide to familiarize yourself with the necessary steps of the role as the Toastmaster of the Evening. At first sight it seems complicated, but **to be honest, it's really really simple.**

The main duties of the Toastmaster are to coordinate and conduct the entire meeting, introduce participants, and act as a genial host. The Toastmaster sets the tone for the meeting.

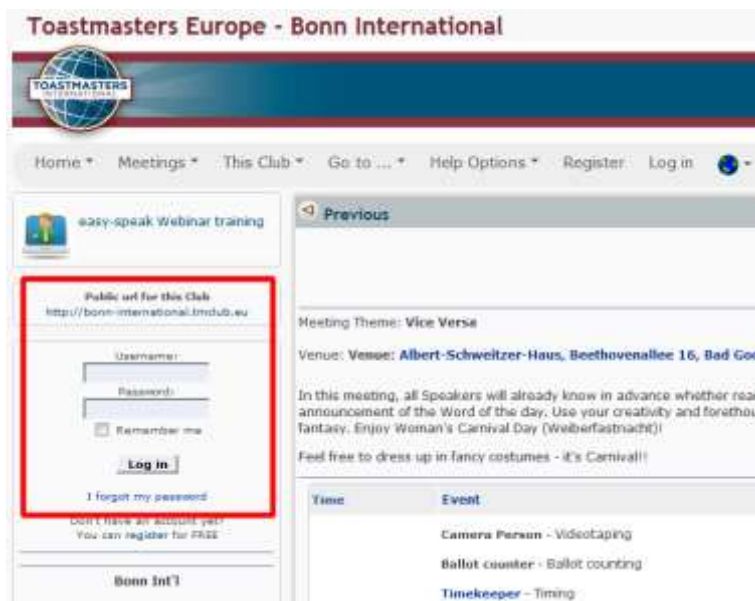
Usually this task will not be assigned to you until you are familiar with the Club and its procedures.

Serving as Toastmaster is an excellent way to practice planning, preparation, organization, time management, facilitation, motivation, and team-building skills as you strive to make the meeting one of the club's best.

### The Take-Over

Ideally 2 to 3 weeks before the meeting take over the role as the Toastmaster of the Evening. So you can do every step described here in peace. If you take the role on a very short term, you will have to skip a few steps, since there is not enough time for it.

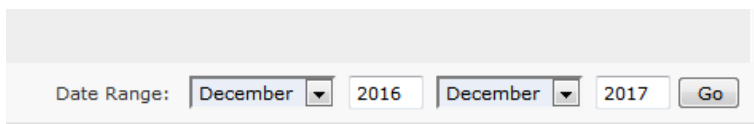
To do this you have to login to easySpeak: [http://tmclub.eu/view\\_agenda.php?t=65860](http://tmclub.eu/view_agenda.php?t=65860) or go to <http://bonn-international-toastmasters.de/easy>



After you logged in, go to Meetings -> Meeting List



Choose a Date range and click on “Go”



The result is a list, displaying which roles are already assigned. Choose a date where the role of the Toastmasters has not been assigned in the left column and confirm that you participate in the meeting by clicking on the green thumb.



Now click on the green thumb besides “Toastmaster” and you are done ;-)

Role	CL	Presenter
Ballot counter		yes
Toastmaster		yes
Word of the day	y	I ACCEPT the 'Toastmaster' role
Tip of the day		yes
Joke of the day		yes

Hereafter the page reloads and appears a bit different, but don't worry AND don't be confused by all the dropdown menus. Usually you don't assign roles because all roles are taken by the participants themselves and the speakers are assigned by the VP Education.

Hide Speech Details		Sign Up for Roles	
Role	CL	Presenter	
Ballot counter		- MEMBER (Last Perf / Next Sch'd) -	
Toastmaster	✓	Stefan Oversberg	
Word of the day		- MEMBER (Last Perf / Next Sch'd) -	
Tip of the day		- MEMBER (Last Perf / Next Sch'd) -	
Joke of the day		- MEMBER (Last Perf / Next Sch'd) -	
1st Speaker	✓	Sebastian  Taming  <small>Interpretive Reading #4 - The Play (12:00-13:00 min)</small> <small>Adapt a play for interpretive reading; Portray several characters in one read through voice changes and movement.</small>	
Previous Evaluators			
Albert Sc	06 Jul 17		
Sebastian Pl	07 Apr 16		
Irene He	05 Mar 16		
2nd Speaker		--- Not assigned ---	
3rd Speaker		--- Not assigned ---	
Table Topic Master		- MEMBER (Last Perf / Next Sch'd) -	
1st Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
2nd Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
3rd Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
President		- MEMBER (Last Perf / Next Sch'd) -	
1st Table Topic Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
General Evaluator		- MEMBER (Last Perf / Next Sch'd) -	

First of all you should appoint the Meeting Theme

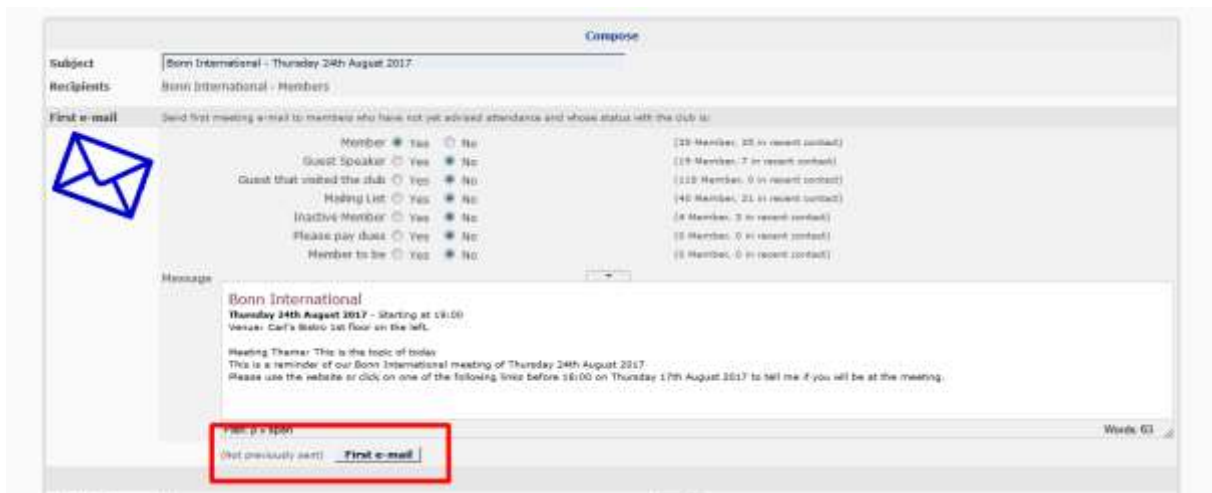
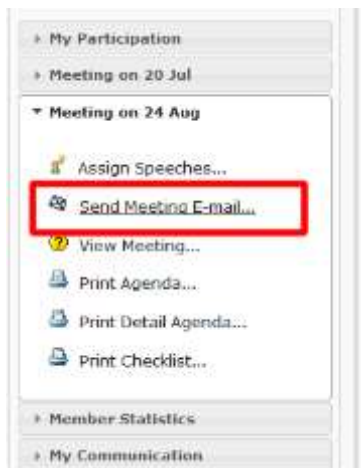
Venue **Carl's Bistro 1st floor on the left, [\(Click here for a map\)](#)**  
 Meeting Theme | TBA

- Click into the field where TBA is written
- insert the meetings topic you want
- click outside the textfield and
- hit save on the right side of the page

The Take-Over is done.

### One week before the Meeting (optional)

Send the first invitation to all members using easySpeak. Write creatively to motivate members to appear, announce e.g. an interesting speech or special guests.



Ensure that all important roles are filled, in particular speakers, evaluators and Impromptu speeches moderator.

**It is possible to assign open roles even in the evening but very much more elegant (especially from the point of view of the guests!) is it, when you motivate the participants in advance to take a role.**

### Prior to the Meeting

Communicate with all speakers in advance to remind them that they are scheduled to speak.

Prepare remarks to bridge the gaps between program sections.

Remember that serving as Toastmaster is one of the most valuable experiences in your club work. The assignment requires careful preparation to facilitate a well-run meeting.

Print ONE Copy of the "Detailed Agenda" for your personal use and 15 – 20 more copies of usual "Agenda" for the members and guests.



### Upon Arrival at the Meeting

- Arrive early to complete any last-minute details and fill empty roles.
- Check with the speakers to address any last-minute changes.
- Sit near the front of the room and ask that speakers do the same for quick and easy access to the lectern.

### During the Meeting

Preside with sincerity, energy, enthusiasm, and decisiveness.

**Strive to begin and end the meeting on time. You may have to make adjustments to the schedule during the meeting to accomplish this task. Ensure each part of the meeting adheres to the established schedule.**

Lead the applause before and after the Table Topics session, each prepared speech, and the General Evaluator's remarks.

Introduce each speaker very shortly and hand over to their evaluator. After your introduction, remain near. Once the speaker takes their place, return to your seat.

Introduce the General Evaluator as you would any speaker.

Introduce the Topicsmaster.

At the conclusion of the speaking portion of the program, request the timer's report.

Present awards.

Hand over to the president who closes the meeting.

### After Meeting

After the meeting you have to close it. To do this login to System.

Add or delete Members who (did not) attend and click on save.


Save

### Actual Attendance

Member ( 13/36)

 add user

(Pre-meeting reply)

 <b>Stefan Oversberg</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Attending)
 <b>Alexandra Scherle</b>	<input type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Unknown)
 <b>Andre Jakubowski</b>	<input type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Unknown)
 <b>Anne Kathrin Jansen</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Attending)
 <b>Azeem Danish</b>	<input type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Unknown)
 <b>Baldomero Valdez</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Attending)
 <b>Bruno Baumann</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Attending)
 <b>Caroline Vaessen</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Attending)
 <b>Celestine Muli</b>	<input type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Unknown)
 <b>Chahira Nouira</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (NOT Attending)
 <b>Christian Block</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (NOT Attending)
 <b>Christian Weber</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Attending)
 <b>David Hartmann</b>	<input type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Unknown)
 <b>Fares Abdul Karim</b>	<input type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Unknown)
 <b>Georg Schildener</b>	<input type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Unknown)
 <b>Isabel Haase</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Attending)
 <b>Julia Pieper</b>	<input type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Unknown)
 <b>Julia Müller</b>	<input type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Unknown)
 <b>Klaus Volker Roth</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Attending)
 <b>Lisa van Delden</b>	<input checked="" type="checkbox"/> <input type="radio"/> Y <input type="radio"/> N (Attending)

Choose the winners by using the Dropdown Menues, add Table Topics Speaker and edit all Roles.

**Meeting Award Recipients**

Ribbon / Award	Recipient
Best Speaker Award	Sigrid Heideck
Best Table Topics Award	Monica Sora
Best Evaluator Award	Tatjana Lammersmann
Table Topics Speaker	Monica Sora

**Actual Meeting Roles**

**Presenter**

Baldomero Valdez --- CONFIRMED
Stefan Oversberg --- CONFIRMED
Mandy Yuman Sun
Baldomero Valdez
Sigrid Heideck --- CONFIRMED
<b>Mandy Yuman Sun</b>

**2nd Speaker**  
Previous Evaluators  
Caroline Va 06 Jul 17  
Stephen Wa 08 Jun 17  
Anne Kathrin Ja 04 May 17

**3rd Speaker**  
Previous Evaluators

**Sigrid Heideck**  
Green Grass

**Caroline Vaessen**

Click on Save.

**Meeting Award Recipients**

Ribbon / Award	Recipient	Delete
Best Speaker Award	Sigrid Heideck	✗
Best Table Topics Award	Monica Sora	✗
Best Evaluator Award	Tatjana Lammersmann	✗
Table Topics Speaker	Monica Sora	✗

**Save**



Control everything. Then click "close".

*Agenda closed to online user changes*

**Enter actual results and CLOSE this meeting**

**close** roster checklist sp. intro

Done

 detail  agenda

*(Actual meeting detail entered on 18 Aug 17)*

**This meeting is closed for changes**

That was easy – wasn't it.