

WAIKIKI TOASTMASTERS



Script for Toastmaster of the Evening

Description: The TMOE is the emcee of the meeting.
Prior to the meeting, go through the agenda and confirm roles.
You will want to sit to be close to the lectern.
Actual script (words you would say aloud) are in *italics*.

Beginning of the Meeting

Good evening, fellow Toastmasters and dear guests! I am pleased to serve as your Toastmaster of the Evening.

Today's theme is _____ and I chose this theme because _____
Introduce the theme and add your thoughts (1 minute)

Inspiration

*To start our meeting, let's call up _____ for a word of inspiration.
_____, please come to the lectern and give us a short inspirational speech.*

After the word of inspiration (or joke), shake the hand of the speaker and acknowledge the segment with one or two sentences. For example "What a great inspiration, Jane. Thank you for preparing it."

Introduction of Helpers

Now, it is my privilege to introduce my expert team. We have different members of the club that help all of us to achieve the best learning experience.

*First, let's welcome _____ who is the Wordmaster and will also help as the **Grammarians**. _____, can you come to the lectern, give us the word of the day, and tell us how your role as the grammarian helps everyone?
"Thank you" and handshake*

*Now, let's welcome _____ who will help keep track of time as the **Timer**. _____, can you stand up, and tell us how your role helps everyone? You can stay in your place.
"Thank you"*

*Our third helper today is _____ who will help as the **Ah-Counter**. _____, can you stand up, and tell us how your role helps everyone? You can stay in your place.
"Thank you"*

Main Program / Speakers

Finally, it is time for the main program of the meeting - the prepared speeches.

Today, we have ____ speakers who will be advancing in their educational programs.

If there are prepared introductions, use that sheet, or:

Our first/next speaker will be doing project project name or number from Pathways level level number. The title of his/her speech is speech title. Please give a warm welcome to: Speaker's name.

Speech Conclusion

At the end of the speech shake the hand of the speaker and provide a very short personal comment, usually only a sentence or two. You can:

- Talk about how the speech touched you / your reaction
- Mention something in your life that relates to the speech
- Reiterate the main point of the speech

Speaker and helper introductions:

To make your role more interesting and engaging, you can expand the introductions to include a bit about each speaker and helper. For example: Now, let's welcome the lady with the biggest smile in our club, Jane Doe, who will help keep the track as the Timer. Jane just joined our club three months ago, and this is her first time helping as a timer.

Challenge yourself to listen carefully to each speaker so you could deliver a good acknowledgement at the end of each speech.

Table Topics

Introduction:

We had really good speeches today. The next on our program is for many the most fun section of the meeting, the Table Topics questions. Our Table Topics Master today is _____. _____ can you come to the lectern and explain table topics?

Conclusion:

After Table Topics, give thanks and a handshake to the Table Topics master. You can also challenge yourself and provide a short comment on the questions and answers.

Evaluation

Now we will enter the last segment of our meeting - the evaluations. Let me welcome the General Evaluator, _____.

Ending Your Portion of the Meeting with 5 points

- 1. Thank you for the evaluation.*
- 2. At Waikiki Toastmasters, our goal is to help all of us further our public speaking goals, so it falls on me to give our key lesson for tonight.*

For me that lesson is _____ because _____.

Make this a lesson about public speaking.

- 3. If you have not done a speech in a while and want to set up a date for your next speech, please see our VP of Education, Norapong.*
- 4. If you are a guest and have any questions about becoming a member, please see our VP of membership, Nick.*
- 5. It has been a pleasure serving as your Toastmaster today. I hope you have enjoyed the meeting this evening. At this time I would like to return control to the Club President.*