

Toastmaster's Checklist

Time	Activity	Responsibility
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Begin Meeting

6:15	Open Meeting	Sgt. at Arms
	Welcome Guests	Sgt. at Arms
	Introduce Toastmaster	Sgt. at Arms

Role Introductions

6:16	Greeting, Meeting Theme	Toastmaster
6:18	Introduce General Evaluator	Toastmaster
6:19	Introduce Timer (from seat)	General Evaluator
6:20	Introduce Grammarian/Ah Counter, Word of Day (from seat)	General Evaluator
6:21	Introduce Speech Evaluators (from seat)	General Evaluator
6:22	Turn meeting back to Toastmaster	General Evaluator

Prepared Speeches

<div style="border-left: 1px solid black; border-bottom: 1px solid black; padding-left: 5px; margin-bottom: 5px;"> ➔ </div> 6:22, 6:35, 6:48	Announce Speech Goals	Speech Evaluator (from seat)
6:23, 6:36, 6:49	Introduce Speaker	Toastmaster
6:24, 6:37, 6:50	Prepared Speech	Speaker
6:34, 6:47, 7:00	1-Minute for Member Evaluations	Toastmaster & Timer
	Repeat Steps for Each Speech (assume 3 speeches)	
7:01	Ask for Timer's Report & Vote for Best Speaker	Toastmaster, Timer (from seat)

Table Topics

7:02	Welcome Table Topics Master	Toastmaster
7:03	Table Topics	Table Topics Master
7:13	Ask for Timer's report & Vote for Best Table Topics	Toastmaster, Timer (from seat)

Speech Evaluations

7:14	Welcome General Evaluator	Toastmaster
7:14, 7:17, 7:20	Introduce Speech Evaluators (3)	General Evaluator
7:23	Ask for Timer's Report & Vote for Best Evaluator	General Evaluator, Timer (from seat)

Reports

7:24	Grammarian's Report	General Evaluator
7:25	Meeting Evaluation	General Evaluator

Conclude Meeting

7:27	Present Awards <ul style="list-style-type: none"> • Best Table Topic • Best Evaluator • Best Speaker 	Toastmaster
7:28	Welcome Club President	Toastmaster
7:28	Announcements & Remarks	Club President
7:30	Meeting Adjourned	Club President