

Toastmaster of the Evening

Preparation before the meeting

- Check if team is there
- Prepare ribbons for Best Speaker, Best Table Topics Speaker and Best Evaluator
- Prepare piggy bank
- Assign someone to give a Toast during dinner
- Ask Table Topics Master for the title of the Table Topic Session
- Ask speakers for manual, project, title and length of their speech and ask for hints for introduction

Introduction

Opening and explanation of the evening

LET GENERAL EVALUATOR INTRODUCE HIS/HER TEAM

Name

INTRODUCE JOKE MASTER / THOUGHT OF THE DAY

Name

Table Topics

Introduce the Table Topics Master

HANDOVER TO TABLE TOPICS MASTER

Name

Title of Table Topics

REPEAT TABLE TOPIC QUESTIONS + VOTE FOR BEST TABLE TOPIC SPEAKER

Dinner Break

Announce the dinner break

PLEASE BE BACK AT A QUARTER TO NINE

Prepared Speeches

Introduce speakers

FIRST SPEAKER

"PLEASE GIVE COMMENTS TO FIRST SPEAKER"

Name

Manual, Project

Speech Title

Length

SECOND SPEAKER

"PLEASE GIVE COMMENTS TO SECOND SPEAKER"

Name

Manual, Project

Speech Title

Length

THIRD SPEAKER

"PLEASE GIVE COMMENTS TO THIRD SPEAKER"

Name

Manual, Project

Speech Title

Length

FOURTH SPEAKER

"PLEASE GIVE COMMENTS TO FOURTH SPEAKER"

Name

Manual, Project

Speech Title

Length

VOTE FOR BEST SPEAKER

Evaluations

Handover to General Evaluator

HANDOVER TO GENERAL EVALUATOR

Name

VOTE FOR BEST EVALUATOR

Encore

Comments on the meeting

HANDOVER TO QUIZ MASTER

Name

PRESENTATION OF AWARDS - ASK BALLOT COUNTER TO ANNOUNCE RESULTS

Name

HANDOVER TO PRESIDENT

Name