

# Being the Toastmaster of the Evening: Your Journey of Growth

Welcome!

Being the Toastmaster of the evening is a big role and gives you the chance to practice

- your leadership skills
- your organizational skills
- your time-management skills
- the art of introducing others (without stealing their spotlight)
- being the ultimate host.

Make sure to ask for feedback before you go on stage, and you will learn a lot about your skills. You are welcome to use [this feedback form](#).

This guide will walk you through everything you need to know to succeed as the Toastmaster of the Evening. Whether it's your first time or you need a refresher, you'll find all the steps and tips you need here. Follow the instructions closely, and you'll ensure a successful, splendid, well-organized meeting.

If you need help, don't hesitate to reach out to experienced members, consult your mentor, or connect with the VP of Education. At Center Berlin, we believe in growing together!

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## Why Take on This Role?

As Toastmaster, you'll:

- Get a taste of leadership in action
- Deliver mini speeches (usually five).
- Conduct a poll for the best speaker.
- Host the meeting, ensuring smooth transitions and flow.

After the president's opening, it's your role to lead the first part of the meeting. You'll introduce speakers, guide transitions, and keep the audience engaged. If anything goes wrong, you stay positive and handle it with confidence.

Prepare thoroughly, and remember: You're leading the crown jewel of the evening – **your role is vital!**

## Before the Meeting: Laying the Groundwork

### 1. Preparation is Key

Check the timings and details by printing/downloading a [detailed agenda on EasySpeak](#). The timings might very well vary from meeting to meeting.

You may create a meeting motto and make it public on EasySpeak. Set a tone or theme for the evening.

### 2. Are All Roles Filled?

Ensure all roles (e.g., Timer, Evaluator, Table Topics Master) are filled. If there are any vacancies, contact potential members or work with the General Evaluator or VP of Education to find replacements. It's your responsibility to ensure the roles are covered.

Ask the functionaries to arrive early for possible last-minute changes.

Everything the functionaries need to know can be accessed by clicking on their role on EasySpeak.

### 3. Crafting a Warm Welcome

Prepare a 1-2 minute introduction for the evening. If there is a theme, weave it into your opening remarks to set the tone.

Start with a brief story, metaphor, or observation to set the tone. For example:

“Dear guests and fellow Toastmasters, good evening! Preparing for this role, I realized Center Berlin Toastmasters is like a fellowship. Some of us will face challenges, stepping far out of our comfort zones, like standing alone before Godzilla in the heart of Tokyo! But we have each other, splendid Godzilla-Fighters, here to support one another. Tonight, let’s unite, uplift each other, and celebrate our journey of becoming better speakers.”

Keep it warm and inviting, ensuring both newcomers and experienced members feel welcomed.

Keep it short – **one to two minutes, max.**

## 4. Speaker Introductions

Reach out to the speakers before the meeting to prepare **personalized introductions**.

Ask about their speech topic, why they chose it, or an interesting detail about them that connects them to your theme. Personal touches make your introductions special.

Guide speakers on creating **attention-grabbing titles**. Attention to these details enhances the experience. ChatGPT can be a great help with that.

Remind speakers to **contact their evaluators and provide their evaluation forms** and personal objectives for their projects.

# Just Before the Meeting: Putting on the Finishing Touches

## 1. Arrive Early

For in-person meetings, arrive by 7:00 PM to familiarize yourself with the room setup and help with preparations.

You also might have to do **last minute adjustments** if someone drops out.

For online meetings, join by 7:15 PM. Make sure you have the correct Zoom link, and ensure participants rename themselves as needed (e.g., [Role] Name).

## 2. Arrange the Room - Secure Your Spot

Assist the sergeant-at-arms with room setup. Arrange seating, set up the timer’s table, and the name tags.

Ensure QR codes for evaluation forms are placed on the backsides of each row for easy access.

Check with the speakers to see if they need a special stage set up, e.g. use of a projector (and taking down a banner, so there's a bare wall to project on) or a table nearby for a prop. Team up with the sergeant-at-arms to achieve the set-up. Any set-up or break-down that alters the stage is done before the speaker is introduced or in the 2 minutes between speakers.

A projection should always be shown on the right side of the stage (from the audience's point of view).

Choose a seat in the front row for easy access to the stage. If all front seats are taken, politely ask someone to switch.

### 3. Check in with Functionaries

Touch base with the speakers and your co-moderators (TT-Master/Mistress. General Evaluator). As the GE if the functionaries are ready (Timer, Grammarian, Ah-Counter, etc.) to ensure they are confident in their roles.

## During the Meeting: Time to Shine

### 1. Opening the Meeting

After the president opens the meeting, it's your turn to take the stage. Start with your prepared warm welcome. Please don't hesitate to add your own flair to make each part sound exciting!

### 2. Introducing the Evening

Briefly outline the structure of the meeting for the audience:

- First part of the meeting:
  - Functionary introductions.
  - Prepared speeches.
- Intermission.
- Second part of the meeting: Table Topics.
- Third part of the evening: Evaluations.

### 3. Introducing the Functionaries

Transition smoothly to the functionaries for their role introductions (e.g., "Our Grammarian tonight is Lisa. Lisa, please tell us about your role.")

After each introduction, lead the applause and acknowledge their contribution. Keep your comments brief and encouraging.

Welcome everyone on stage with a handshake and send them off with one.

Before you start the speeches, make sure the audience has access to the QR codes to provide feedback after each speech. Additionally, point to the linktr.ee Link provided.

## 4. Introducing the Speakers

Start by introducing each speech project with the **project objectives**. Do not overdo it. If two projects are the same - there is no need to give the objectives twice.

Introduce each speaker with excitement: "Our next speaker is Mareike, who's here to share her journey with us. Let's give her a warm round of applause!" Keep the applause going until they reach the stage.

**Personalize the introduction** based on the information you gathered earlier (e.g., how they chose their topic or something unique about them).

Avoid reading the speech titles directly when you finally announce the speeches.

### Applause

Enthusiastically lead applause as the speaker approaches and leaves the stage. **Keep clapping** until they sit down.

### Ice-Breakers

Ensure that any speaker delivering an **Ice-Breaker speech receives a standing ovation** as they leave the stage to acknowledge their courage in sharing their story. Lead that standing ovation.

## 5. Collect Evaluations

After each speech, **allow two and a half minutes for the audience to complete their evaluations**. Make sure the QR codes for feedback forms are accessible and remind the audience to use them or the linktr.ee Link.

Do keep quiet while the audience gives its feedback. **Do not interrupt** with any remarks. (It is not easy, but is it necessary for quality feedback.)

Stay on stage, keeping a warm and positive presence. The stage should **never, at no point, ever be empty**. This maintains engagement and energy in the room.

## 6. Voting for the Best Speech

After all speeches are done, ask the Timer whether all speeches were within the allotted time.

If any speeches exceeded the **time limit** (maximum time plus the additional 30-second grace period), they are not eligible for voting.

Announce voting. Instruct the guests to use the QR codes.

Note: If only two speeches qualify, no voting is needed.

## 7. Passing the Baton

Once voting is completed, introduce the Table Topics Master and hand over the meeting.

Should the Table Topics Master forget to mention **at what point exactly the meeting will continue**, return to the stage and provide that information having checked with the timer.

## After the Meeting: Reflect & Celebrate

### 1. Congratulations!

You've completed your role. Well done.

Reflect on what went well. Then think about where you can improve for next time.

### 2. Seek Feedback

If you would like feedback on your performance, ask a fellow Toastmaster for it before the meeting starts and provide them with this [feedback form](#).

## Motto Nights

### 1. What Are Motto Nights?

Motto Nights are special occasions where the evening's theme influences everything – speeches, roles, decorations, and even attire.

Motto Nights can create truly **memorable experiences**.

If you wish to organize a Motto Night, propose the idea to the VP of Education well in advance. Once speeches are scheduled for an evening, a Motto Night is not possible anymore.

### 2. Tips for Success

Plan early, align speeches and roles with the theme, and encourage participants to dress accordingly.

Motto Nights often coincide with special dates or serve a unique purpose for the club.

## Final Thoughts

Use this guide as a detailed checklist.

**Lead the applause** and ensure a smooth meeting flow.

Remember, this role is a reflection of your leadership – take it seriously, but enjoy the process. It is an honor.

You're here to create a memorable experience for everyone, **so inspire your audience with sincerity and energy.**

Good luck! You're going to do well!

See you at the meeting!