

TOASTMASTER

Accept control of the meeting. The role of the Toastmaster is to ensure that the second half of the meeting runs smoothly and to introduce each of our speakers.

Introduce 1st Speaker:

Name:

Speech Title:

Biography:

Introduce Evaluator and ask for the speaker's objectives

Ask timekeeper to display the Green/Amber/Red Lights at the appropriate intervals.

Introduce 2nd Speaker:

Name:

Speech Title:

Biography:

Introduce Evaluator and ask for the speaker's objectives

Ask timekeeper to display the Green/Amber/Red Lights at the appropriate intervals.

Introduce 3rd Speaker:

Name:

Speech Title:

Biography:

Introduce Evaluator and ask for the speaker's objectives

Ask timekeeper to display the Green/Amber/Red Lights at the appropriate intervals.

NB: Ask each speaker if they will need the lecture.
'Bells' should be used for the visually impaired members.

* **Introduce Vote of Thanks:**

* **Introduce Evaluator 1:**

* **Introduce Evaluator 2:**

* **Introduce Evaluator 3:**

* **Helpful One Minute Educational Report (H.O.M.E.R):**

* **Your Say 1:**

* **Your Say 2:**

* **Your Say 3:**

* **Grammarians' Report:**

* **Timekeeper's Report:**

Thank participants and return control of the meeting to the Chairman.