

THE TOASTMASTER MEETING CHECKLIST



The Toastmaster creates the meeting atmosphere. Your duty is to plan and conduct the entire meeting and be a friendly host.

As Toastmaster you'll practise and develop valuable skills including planning and implementation; organising and delegating; and impromptu speaking.

One week before

- Decide on a theme and add it to easy-Speak
- Recruit members to fill the agenda

The weekend before

- Contact all participants to confirm roles
- Plan your content e.g. segues and fillers
- Prepare a Plan B - extra content or filler material such as short stories or poems. Always bring Plan B with you. You may need it!

On the day

- Print and bring copies of the agenda for everyone
- Arrive early - check pronunciations and agenda
- If a speaker is unavailable at the last moment, it's up to the Toastmaster to find a replacement or fill the agenda in another way - e.g. run a longer Table Topics session; ask someone to conduct an Educational; or use Plan B.

Opening the meeting

- Welcome members and guests
- Go over housekeeping e.g. toilet location, phones off
- Inform audience of any changes to the printed agenda
- Introduce the theme

During the meeting

- Talk up each person you are introducing
- Lead the applause and shake hands with each speaker

📌 Key tip:

As Toastmaster, your content between agenda items should be short, sharp, bite-sized pieces that help the meeting flow and link from one speaker to the next. Try not to "take over" the meeting!