Toastmaster of the Day Script and Checklist

When introduced by the President, please state the following:

"Mr./Madam President, fellow Toastmasters, and guests. Thank you for that wonderful introduction. As Toastmaster of the Day, it is my responsibility to introduce today's speakers. After the speeches have concluded, I will ask for the Timer's report, request ballots be passed to the Vote Counter, introduce the General Evaluator, ask the Ah-Counter for their report, ask the Grammarian for their report, and call on the Vote Counter for results. I will then return control of the meeting to the President before we conclude today.

Thank you, Mr./Madam President."

Before Meeting

☐ Were all speakers contacted and all speech titles obtained?

☐ Were members assigned meeting roles and made aware of their responsibilities?

At Meeting

☐ Did you ensure the Timer understood their duties?

☐ Did you ensure the Grammarian understood their duties?

☐ Did you ensure the Vote Counter understood their duties?

☐ Did you ensure the Ah-Counter understood their duties?

☐ Has the General Evaluator assigned Evaluators and obtained the names of all assigned meeting participants?

☐ Have you acquired a Speaker Introduction Form from all prepared speakers?

When Introduced

☐ Did you acknowledge the President's introduction and recognize your audience?

☐ Were the Timer, Grammarian, Vote Counter, and Ah-Counter introduced?

☐ Were all speakers properly introduced?

After Speeches

☐ Was the Timer introduced and did they give their report?

☐ Were ballots passed to the Vote Counter?

☐ Was the General Evaluator introduced so they could conduct the evaluation session?

☐ Was the Ah-Counter introduced and did they give their report?

☐ Was the Grammarian introduced and did they give their report?

☐ Were the results of balloting presented for the top speaker, most improved speaker, and best Table Topics® speaker (if your club gives these awards)?

☐ Was the gavel and control of the meeting returned to the President?