

Script for Toastmaster of the Day

[Toastmaster] *“Thank you for that introduction. It is my pleasure to serve as your Toastmaster this evening. **[At this time, the Toastmaster will introduce the meeting theme.]** “I choose [Meeting Theme] as my theme for this evening...”*

[After the introduction of the meeting theme, the Toastmaster presents the General Evaluator to explain their role and introduce their team.] *“Now I would like to present our General Evaluator, [General Evaluator’s Name] to the lectern to explain their role and introduce their team. [General Evaluator’s Name]*

General EvaluatorGeneral Evaluator’s Name
Timer Timer’s Name
Grammarian.....Grammarian’s Name

[Toastmaster of the Day] *“Thank you. Now to bring some levity to the meeting, I will introduce our Jokemaster [Jokemaster’s Name] to the lectern.”*

Joke of the day Jokemaster’s Name

[Toastmaster of the Day] *“Thanks for that funny joke.*

Better Speaking

*“Our meeting is divided into three segments, Better Speaking, Better Thinking and Better Listening. The first segment, Better Speaking, consist of the presentation of manual speeches selected by our speakers this morning. Our first speaker is **[at this time the Toastmaster reads the prepared speech introduction from the speaker]”***

****[At the end of the speech, the Toastmaster asks the Timer for 90 seconds on the clock for the audience to prepare feedback for the speaker.]** *“Thank you for that wonderful speech. Timer may I have 90 seconds on the clock for the audience to prepare feedback for our speaker.” **[After 90 seconds]** “Does anyone need more time?” **[If no***

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more time is needed, the Toastmaster continues the meeting with the next speaker.] *“Thank you. Our next speaker is [Toastmaster reads the prepared speech introduction from the speaker]*

Repeat from **

[At the end of the speeches the Toastmaster asks the Timer for a timers report.] *“Timer may I please have a timer’s report for our speakers?”*

Better Thinking

[After the Timer’s Report] *“Thank you. Now we will enter the Better Thinking segment of our meeting led by our Table Topics Master [Table Topics Master’s Name]”*

Better Listening

[After the Table Topics segment of the meeting, the Toastmasters will introduce the General Evaluator to conduct the Better Listening segment of our meeting.] *“Thank you [Table Topics Master’s name] for those thought provoking questions and respondents for those timely responses. Now we will enter the third segment of our meeting, Better Listening. This segment will be led by our General Evaluator [General Evaluator’s Name].”*

[After the last speech evaluation, the General Evaluator will render their report and finally ask for the Grammarian’s report. After the Grammarian’s report, the Toastmaster will return to the lectern.]

Closing

[Toastmaster] *“Thank you General Evaluator. It has been a pleasure serving as your Toastmaster this evening and I hope you have enjoyed the meeting. At this time I would like to present our President [President’s Name] for their remarks.”*