

Toastmaster Meeting Guide

Introduce theme and meeting

Timekeeper explains role

Vote Counter explains role

Ahh Counter / Grammarian explains role

Introduce first speaker

Introduce second speaker

Introduce third speaker (if one scheduled)

Ask for time keeper report

Ask to vote on Best Speaker

Introduce Table Topics Master

[If Topic Master forgets to call for time, word and vote, you need to do this]

Introduce General Evaluator

Give out awards

Return conduct of meeting to President