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 **the theme, word of the day and share related quotes. I will also introduce the speakers**. After the speeches have concluded **I will introduce the Tabletopics master. At the conclusion of Tabletopics,** I will introduce the General Evaluator, **who will** ask the **team** for their report**s**. I will then return control of the meeting to the President before we conclude today.

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 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, and Ah-Counter introduced?

☐ Were all speakers properly introduced?

After Speeches

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

☐ 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?

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