

Toastmaster

A good introduction paves the way for a positive experience for the speaker and the audience. It is the responsibility of the Toastmaster to deliver an introduction to each speech. The Toastmaster may receive an introduction from the speaker or may develop one if needed.

Before the meeting

Contact each speaker you will introduce to collect relevant information about the speech and the speaker.

Prepare your introductions

Upon arrival at the meeting

Greet the speakers you will be introducing and confirm the title of their speeches and any pertinent information that may have changed.

Sit near the front of the room for quick and easy access to the lectern.

During the meeting

Deliver a brief introduction to the prepared speech portion of the meeting. "Tonight we have three great speeches lined up. Our first speaker..."

Introduce each speech. Call on their **evaluator** to state their speech, project goals and time of the speech.

Welcome the speaker to the podium and then take a seat, again near the front.

After the speech, **lead** the applause and **thank** the speaker.

Ask the club members to take a minute to **evaluate** the speech before introducing the next speaker.

If there are three or more speakers, **vote** for best speaker

Toastmaster Worksheet

Standard Introduction

Our [**First/Second/Third**] speaker tonight is [**Speaker Name**]. [**Evaluator Name**], would you please tell us the purpose of the speech and its duration? [*Applause before and after*]

Thank you [**Evaluator Name**].

Present the speech introduction

[**Speech Name**] by [**Speaker Name**]. [**Speaker Name**] [**Speech Name**]

First Speaker

Name

Speech Title

Evaluator

Second Speaker

Name

Speech Title

Evaluator

Third Speaker

Name

Speech Title

Evaluator

Fourth Speaker

Name

Speech Title

Evaluator