

# TOASTMASTERS INTERNATIONAL®

Power Speakers Toastmasters  
Club 1575030 - Area 24 - Division B - District 47

## **LECTERN CHEAT SHEET - TOASTMASTER**

- 1. STATE THE PURPOSE OF THE TOASTMASTER (as follows):**
  - a. To ensure that the meeting runs as planned and BEGINS and ENDS on time.
  - b. To Introduce Each Segment of the Meeting and the Contributing Roles.
- 2. INTRODUCE THE SPECIALIZED MEETING ROLES:**
  - a. Ask each of the following helpers to stand and describe their functions:
    - a.i. Timer
    - a.ii. AH-Counter
    - a.iii. Grammarian
    - a.iv. Body-Language Monitor
    - a.v. Vote Counter
- 3. INTRODUCE PREPARED SPEECH(ES) SEGMENT (as follows):**
  - a. This segment is for our formally prepared speeches.
  - b. It is important that the audience listens to the Speaker's introductions and specifically for the objectives of each of their individual speeches.
  - c. You the members/audience will be asked to vote for the "Most Improved Speaker" based on each Speaker meeting their specific objectives.
  - d. Feel free to give each of the Speakers your personal input on the ballots available.
- 4. INTRODUCE SPEAKER(S):**
  - a. Request speech objectives from the speech Evaluator.
  - b. Request timing requirement from the Timer.
  - c. Read self-introduction.
  - d. Read speech title.
- 5. REQUEST TIMING REPORT AFTER LAST SPEECH (as follows):**

Mr(s) Timer may we have the timing report please?
- 6. REMIND AUDIENCE TO VOTE (as follows):**

Please vote for the "Most Improved Speaker" and pass your ballots to the Vote Counter.
- 7. INTRODUCE TABLE TOPICS SEGMENT AND MASTER (as follows):**
  - a. The following segment is called Table Topics.
  - b. To lead us in this portion of the meeting, here is our Table Topics Master: (name).
- 8. INTRODUCE EVALUATION SECTION AND GENERAL EVALUATOR (as follows):**
  - a. The following segment is the evaluation.
  - b. To lead us in this portion of the meeting, here is our General Evaluator: (name).
- 9. PRESENT AWARDS:**
  - a. Present "Best Table Topic" award by asking the Vote Counter for the tally.
  - b. Present "Most Improved Evaluator" award by asking the Vote Counter for the tally.
  - c. Present "Most Improved Speaker" award by asking the Vote Counter for the tally.
- 10. RETURN LECTERN CONTROL TO PRESIDING OFFICER (as follows):**

Having completed my duties as Toastmaster, I now return control of the lectern to our Presiding Officer: (name).

# **TOASTMASTERS**

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### **LECTERN QUICK CHEAT SHEET - TOASTMASTER**

- 1. STATE THE PURPOSE OF THE TOASTMASTER.**
- 2. INTRODUCE THE SPECIALIZED MEETING ROLES.**
- 3. INTRODUCE PREPARED SPEECH(ES) SEGMENT.**
- 4. INTRODUCE SPEAKER(S).**
- 5. REQUEST TIMING REPORT AFTER LAST SPEECH.**
- 6. REMIND AUDIENCE TO VOTE.**
- 7. INTRODUCE TABLE TOPICS SEGMENT AND MASTER.**
- 8. INTRODUCE EVALUATION SECTION AND GENERAL EVALUATOR.**
- 9. PRESENT AWARDS.**
- 10. RETURN LECTERN CONTROL TO PRESIDING OFFICER.**