**Toastmaster of the Evening**

The Toastmaster of the evening conducts the entire meeting and acts as an efficient and friendly host.  As Toastmaster, you ensure that the meeting begins and ends on time. You set the tone of the evening. If you are positive, energetic and decisive, the meeting will go well. If you are hesitant, nervous or disorganized, the meeting will not go well.  Remember, you are in charge for the next 2 hours, whatever happens!

**Handing over the floor:**

Whenever a speaker takes the floor to speak, whether it is a role player, speaker, evaluator etc., you should shake hands to hand over the floor to them, stand at the side until they begin to speak then sit down.  When they finish, stand up, shake hands again, thank them and take back the floor.

**Applause:**

As Toastmaster, you must always lead the applause.  If you do not begin to applaud, the audience will be halfhearted about it and that’s embarrassing for the speaker.

**Managing time:**

In the event of a speaker or role player going badly over time, you may “applaud them down”, i.e. begin the applause whilst they are still speaking.  This is not to be authoritarian but to help members manage their time.  It’s similar to using the buzzer as the Ah Counter – not always pleasant to do but effective! Also, use it at your discretion.  It may be that the speaker or role player is a new member or new to the role.  **Never applaud down** during an icebreaker.

**Prior to the meeting:**

1. Read these guidelines! They relate specifically to the role of Toastmaster in *our* club.
2. Keep up to date with changes to the agenda via the [Istanbul Asia Toastmasters](http://istanbulasiatoastmasters.weebly.com/) website at least a few days before the meeting.
3. Contact the speakers and ask them for their speech titles and introductions.
4. If you are new to the role, ask a more experienced member or your mentor to give you advice/assistance.
5. If you are working on the CL manual, ask the General Evaluator to evaluate you, give him/her the manual and make sure that the feedback is completed by the end of the evening.

**At the meeting:**

1. Arrive early, at least by 7pm.
2. Ask the Vice President of Education (VPE) if there are any changes to the agenda.
3. Make sure that all the role players and speakers are present.  If not, find substitutes.  The VPE will help you.  The roles *must* be filled *before* the meeting begins.

**During the meeting:**

1. At 7.30pm, take charge of the meeting and bang the gavel on the lectern to begin regardless of everyone is seated or not.  If you do not begin on time, you will find it difficult to end on time.
2. Greet the audience and introduce yourself.
3. Ask the audience to turn off their mobile phones or switch them to “silent”.
4. Say a few words about TM International, if you wish, for the benefit of guests.  Try to be original (especially if you are an experienced member and have carried out the role before), e.g. do not just talk about how TMI began with Ralph Smedley
5. Ask the audience and guests to stand up and introduce themselves and answer a simple question, e.g. “what was the best thing that happened to you today?” stressing that they should take no longer than 20 seconds to do so.  Indicate who should begin.
6. When the speaker has finished, thank them and lead the applause again.  Indicate who should speak next.  Follow this until everyone has introduced themselves.
7. Explain the format of the evening for the benefit of guests.
8. Explain that the role players will introduce their roles.
9. Explain that you may “applaud down”, if necessary and why.
10. Ask the role players, in turn, to stand and introduce the role.
11. Lead the applause when they stand and sit down. Thank them when they finish.
12. Explain that the whole evening will be evaluated by the General Evaluator at the end of the meeting but do not ask the GE to explain the role.
13. **Time guide**: this part of the evening should be completed **by 7.50pm** and you should be ready to introduce the first speaker.
14. Inform the audience who the first speaker is using the introduction that was given to you by the speaker in advance.  
    Give the title of the speech and explain its objectives **as outlined in the manual and the Speech Objectives for the CC Manual sheet** (if you don’t have one ask the Sergeant-at-Arms).
15. Welcome the speaker to the lectern with the following format: *Our 1st speaker is Murat.  With a speech entitled “100 Things to Do with a Wet Dog”. With a speech entitled “100 Things to Do with a Wet Dog”, would you please welcome Murat”.*
16. When the speaker reaches the floor, hand over the floor to them by shaking their hand.
17. Wait until they have reached the lectern then sit down in the Toastmaster’s reserved seat at the side of the room.
18. When the speaker finishes their speech, stand up, thank the speaker and shake hands again to regain the floor.
19. Follow the above with each speaker in turn.
20. Observe the time and decide how long or short the break should be regardless of what is stated on the agenda.  You should aim to begin Table Topics (TT) **by 8.30pm** at least.
21. Announce the break (bang the gavel) and when the members should return to their seats.
22. During the break, calculate how much time you there will be for TT and the evaluations.  Aim to have the TT Session and evaluations over **by 8:55pm**.
23. Calculate how many TT you will allow and inform the TT Master.  Base your calculation on 3 minutes per speaker (this includes a 30 second introduction by the TT Master,  speeches of up to 2 minutes and 30 seconds for the TT Evaluator’s evaluations).  For example, if you begin at 8.35pm and aim to end at 9pm, inform the TT Master, they have time for 8 Table Topics).
24. After the break, bang the gavel to begin the meeting again on time.
25. Introduce the TT Master and hand over the floor to them.  Watch the time and indicate to the TT Master if he is running out of time. He should finish at **8.53pm**
26. Sit at the side until Table Topics is finished. Thank the TT Master.
27. Invite General Evaluator to the floor to run the Evaluation Session:
28. After the evaluators have finished, hand the floor over to the Club President if there is any club business.
29. Invite the VPE to ask for role players.
30. Lastly, ask the guests to stand up and say a few words about their experience of the evening, again leading the applause and thanking them when they finish.  Inform guests that they are welcome to join the club and advise them to see the Treasurer or VPM (point them out) at the end of the meeting.
31. End the evening by thanking everyone for attending and bang the gavel to indicate The End.

**How this role helps you:**

1. This role will help you to enhance your leadership and management skills.
2. This role will help you to enhance your time management skills.
3. You will practise speaking off the cuff throughout the evening.
4. You may have to deal with unexpected interruptions, hecklers or emergencies.
5. You will learn to keep calm, be diplomatic.
6. You can use it to advance your CL manual for projects 4,5,7,8 and 10.