



Script for Toastmaster of the Evening (TMOE)

Good evening, fellow Toastmasters and dear guests!

I am _____, and I am your Toastmaster of the Evening.

Today's theme is _____ and I chose this theme because...

Introduce the theme and add your thoughts (1 - 2 minutes):

*To start our meeting, let's call up _____ for a **word of inspiration**.*

_____, please come to the lectern and give us a short inspirational speech.

- handshake -

After the word of inspiration (or joke), shake the hand of the speaker and acknowledge the segment by one or two sentences, for example "What a great inspiration, Jane. Thank you for preparing it."

Now, it is my privilege to introduce my expert team that will be helping us to achieve the best learning experience.

*First, let's welcome _____ who is the **Wordmaster** and will also help as the **Grammarian**. _____, can you come to lectern, give us the word of the day, and explain your role of a grammarian?*

- handshake -

.....

- Thank you and handshake -

*Now, let's welcome _____ who will help keep the track of time as the **Timer**. _____, can you stand up, and explain your role? You can stay in your place.*

- Thank you. -

Before meeting:

Chose the theme of the day and contact VP of Education with the theme at least three days before meeting so it could be added to the printed agenda.

Some meetings might include a joke instead of an inspiration. In that case, adapt accordingly.

Challenge yourself to listen carefully to each speaker so you could deliver a good acknowledgement at the end of each speech.

Speaker and helper introductions:

To make your role more interesting and engaging, you can expand the introductions to include a bit about each speaker and helper. For example:

Now, let's welcome the lady with the biggest smile in our club, Jane Doe, who will help keep the track as the Timer. Jane just joined our club three months ago, and this is her first time helping as a timer.

Our third helper today is _____ who will help as the **Ah-Counter**.

_____, can you stand up, and explain your role? You can stay in your place.

- Thank you. -

Finally, it is time for the main program of the meeting - the prepared speeches. Today, we have three brave speakers who will be advancing in their educational programs.

Speaker number one is _____ who will be doing project _____

from Pathways level _____. The name of the speech is _____

Please give a warm welcome to _____.

- handshake -

At the end of the speech shake the hand of the speaker and provide a very short personalized summary, for example "That was a great speech, Joe. I didn't know that there were..."

Speaker number two...

Speaker number three...

We had really good speeches today. The next on our program is for many the most feared section of the meeting, the **Table Topics** questions. Our **Table Topics Master**

today is _____. _____ can you come to the lectern and

explain table topics?

- handshake -

After Table Topics, give thanks and a handshake to the Table Topics master. You can also challenge yourself and provide a short comment on the questions and answers.

Now we will enter the last segment of our meeting - the evaluations. Let me

welcome the **General Evaluator** _____.

- handshake -

"Thank you _____ for the evaluation.

It has been a pleasure serving as your Toastmaster today and I hope you have enjoyed the meeting. At this time I would like to return control to the **Club President**.

- handshake -

Icebreaker:

If the speaker is delivering the icebreaker (their first prepared speech), encourage the audience to give a standing ovation. Is customary in Toastmasters to give a standing ovation to the first and last speech of the educational program.

Other speeches:

If possible, find out about specifics for each project and add a short explanation about project objectives to the introduction of each speaker.

Before returning control to the club president, you can add your short closing remarks about the meeting.