

Print this checklist and check off items as you prepare for each meeting.

2 Weeks Before Meeting

Schedule & Assignments

- Confirm all role assignments are filled
- Contact members who haven't confirmed
- Find substitutes for any gaps
- Finalize meeting theme (if applicable)

Speaker Coordination

- Confirm speakers and speech titles
- Verify speech project / level
- Assign evaluators to speakers
- Check for manual projects (Ice Breaker, etc.)

1 Week Before Meeting

Communication

- Send 7-day reminder to all assigned members
- Email meeting details to the club
- Post meeting info in club communication channels
- Confirm guests (if any registered)

Preparation

- Toastmaster prepares opening / transitions
- Table Topics Master prepares questions
- General Evaluator reviews meeting structure
- Grammarian selects word of the day

1 Day Before Meeting

Final Confirmations

- Send 1-day reminder to assigned members
- Confirm venue / Zoom link is ready
- Test A/V equipment (if in-person)
- Verify all speakers still good to go

Materials

- Print meeting agendas (or email them)
- Prepare ballot slips
- Have timer device ready
- Bring club banner / materials

Meeting Day - Before Start

Setup (30 Minutes Early)

- Arrive early and set up room
- Test microphone and speakers
- Arrange chairs / tables
- Set up greeting table & sign-in sheet
- Display club banner

Pre-Meeting Checks

- Confirm all role holders present
- Fill any last-minute gaps
- Brief first-time role holders
- Collect speech titles from speakers

During Meeting - Standard Agenda

0:00-0:02	Sergeant at Arms opens meeting
0:02-0:05	President's remarks
0:05-0:10	Toastmaster introduction
0:10-0:25	Table Topics (15 min)
0:25-0:50	Prepared Speeches (3 x 7-10 min)
0:50-0:52	Timer's Report
0:52-1:04	Evaluations (3 x 3-4 min)
1:04-1:06	Grammarian's Report
1:06-1:08	Ah-Counter's Report
1:08-1:14	General Evaluator
1:14-1:20	Awards & Closing

Toastmaster Responsibilities

- Keep meeting on schedule
- Introduce each segment smoothly
- Fill dead air with transitions
- Thank each participant

After Meeting

Immediate (Same Day)

- Clean up meeting space
- Return borrowed equipment
- Thank first-time role holders
- Follow up with guests

Next 24 Hours

- Send thank-you email to participants
- Update attendance records
- Mark completed speeches in records
- Archive meeting details

Planning Ahead

- Confirm next meeting's assignments
- Send reminders for next meeting
- Address any issues that came up
- Update schedule if needed

Role-Specific Quick Checklists

Toastmaster of the Evening

- Arrive 15 min early
- Confirm participants present
- Get speech titles from speakers
- Coordinate with Gen. Evaluator
- Prepare opening remarks
- Write smooth transitions
- Keep meeting on time

General Evaluator

- Know meeting timeline
- Coordinate with functionaries
- Take notes during meeting
- Prepare 2-3 min of feedback
- Recognize good and bad
- End on positive note

Speakers

- Prepare speech in advance
- Practice timing
- Know project requirements
- Bring any props / materials
- Give speech title to TM
- Arrive early to calm nerves