

# Toastmaster

You have a key role in the success of the meeting. *It is vital* that several days prior to the meeting, *you call all other members and guests to confirm their appearances*, gather information for proper introductions, obtain speech titles, and arrange any necessary substitutions with the Educational Vice-President. You are the Master of Ceremonies, and have the responsibility for keeping the meeting on schedule and running smoothly. Your second in command for the meeting is the General Evaluator. Check before the meeting that he or she has lined up his portion of the meeting.

Call person doing the thought for the evening prior to the meeting. Use their speech to set the tone for the meeting and carry that tone through.

Never apologize to the group. It is important to present the program to the group as if it has gone off perfectly, even if every position has been filled with a different person rather than the one scheduled. Whatever happens, carry on the meeting as if the events were planned from the start.

If you've ever seen the Ed Sullivan show and how he was the master of ceremonies, that is the role you are playing.

*Note: If Ted Armstrong is not at the meeting, please retrieve a sign-up sheet from the gray case and pass it around. You can then FAX it to Ted at (856) 696-1121.*

Below is a sampling of introductions you can use when introducing a speaker:

It gives me great pleasure to bring you . . .

Let's welcome . . .

Let's give a big hand to . . .

We've spared no expense to bring you . . .

Let's all greet . . .

Tonight we bring you . . .

\_\_\_\_\_ needs no introduction.

Let's say hello to . . .

We have with us this evening . . .

Welcome . . .

Here is . . .

Here'ssssssssss . . .

It is a delight to bring you . . .

It is a delight to present . . .

Welcome to the lectern . . .