**TOASTMASTER OF THE DAY**

**WBT**

A. THE ROLE

The main role of the Toastmaster-Of-The-Day (TMOD) is to act as a genial and welcoming host and conduct the entire program, including introducing participants.

Participants should be introduced in a way that excites the audience and motivates them to listen.

The TMOD creates an atmosphere of interest, expectation and receptivity.

B. BEFORE THE MEETING

* Choose the theme
* Review the agenda.
* Whenever possible, contact all role takers in advance and ask for an intro related to the Theme (It is possible to ask them in advance some questions related to the theme and use their answers as the intro).

C. AT THE MEETING

* Arrive early in order to finish any last-minute details.
* Check with VPE and speakers for any last-minute changes.
* Take place designated for the Toastmaster-Of-The-Day.

D. DURING THE MEETING

* Preside with sincerity, energy and decisiveness. Take your audience on a pleasant journey and make them feel that all is going well.
* Always lead the applause **after announcing the name of the speaker** and invite him or her to the lectern. Remain standing near the lectern after your introduction until the speaker has acknowledged you and assumed control of the meeting, then be seated.
* Address appointment holders by their titles (in words), then followed by their names e.g. Toastmaster So and So.
  + TM- Toastmaster (all Toastmasters who have not completed their Basic
  + DTM- Distinguished Toastmaster
* A good TMOD would be able to ad-lib (speak without advance preparation e.g. make use of what someone said earlier on during the meeting and weave it into your comments when you are making the transitions between segments).
* Keep track of timings to ensure that the meeting ends on time. Seek President’s advice when necessary.

**SCRIPT**

**THE THEME (2min max)**

Thank you, President XXX for your introduction.

*Announce changes to agenda*   
*Introduce Theme and Points about Theme*

*[Insert your individualized theme content / introduction here]*

**THE PROGRAM (30sec)**

Fellow Toastmasters and distinguished guests, our session tonight is divided into 3 parts:

* In Part 1, we have the Prepared Speeches session, where we will have the pleasure of listening to X well prepared speeches.
* In part 2, we will conduct the Toastmasters’ Table Topics session where anyone in this room can practice their impromptu speaking skills. That’s it, speaking with no preparation!
* Special Section if any (e.g.Education module)
* The final part of today’s session will be all about Evaluation. Evaluation of the individual speakers, and evaluation of the meeting overall.

**THE ROLE PLAYERS (4min)**

To help me conduct this meeting, I’m supported by a talented team of fellow toastmasters!

* Our Grammarian for tonight is Toastmaster XXX.

*[Insert short TM introduction here]*

Toastmaster XXX, please could tell us the Word of the Day, and explain your role as Grammarian.

* Our Timer for today is Toastmaster XXX.

*[insert short TM introduction here]*

Toastmaster XXX, please can you explain your role as Timer?

* Our Ah Counter for today is Toastmaster BLA.

*[insert short TM introduction here]*

Toastmaster XXX, please can you explain your role as Ah Counter?

Let’s give a big round of applause for these 3 well prepared role players!!

**THE PREPARED SPEECHES SESSION**

We have X speakers presenting their project speeches tonight.   
Please note, after every speech there will be a 1 minute silence for sending your feedback via Sli.do (use the code #WBTM to access Slido).

- Our first speaker is Toastmaster XXX. He is delivering his/her LXPX speech from her/his *[*XXXX pathway*]*: otherwise known as the Icebreaker.

His speech will be evaluated by Toastmaster XXX. XXX, please can you read out the objectives of the Speech.   
[Objectives are read out by evaluator]

*[insert speaker introduction here]*His/her speech is titled “XXXXX”. Let’s welcome Toastmaster XXX with a big round of applause!

*[\*Speech\*]*

Fantastic, thank you Toastmaster XXX!

Timer, can we please time 1 minute of silence for the audience to give their feedback on Sli.do.

*[\*1 minute silence\*]*

- Our next speaker is Toastmaster XXX. He is delivering his/her LXPX speech from his XXXX Pathway. His/her speech is being evaluated by Toastmaster XXX. XXX, please can you please read out the objectives of the speech.

*[\*objectives are read out by evaluator, if same project as the previous speech no need to read the objectives again\*]*

*[insert speaker introduction here]*

His/her speech is titled “XXXXX”. Let’s welcome Toastmaster XXX with a big round of applause!

*[\*Speech\*]*

Fantastic, thank you Toastmaster XXX!

Timer, can we please time 1 minute of silence for the audience to give their feedback on Sli.do.

*[\*1 minute silence\*]*

*Repeat as needed, - (After the last speaker - ask for the timer's report)*

Let’s give a big round of applause to our brilliant speakers!

Timer, can you please advise if all speakers were within the time limit? Yes/No? So, all the speakers have qualified/X speakers qualified.

**VOTING for best speaker**

Ladies and gentlemen, please vote for the best speaker using Sli.do.

**BREAK (Follow Agenda, BREAK could be after Prepared speech evaluation)**

Timer, are we on time?

We’ll now take a break for the next 10 minutes. Please be back in your seats at XX:XX.

Please Timer can you time our break.

*[\*10 min break\*]*

**PREPARED SPEECH EVALUATION**

NOW is time for speech evaluation.

Our first evaluator is…

*[insert evaluator introduction here]*

Let’s welcome Toastmaster XXX with a big round of applause!

*Repeat as needed, - (After the last speaker - ask for the timer's report)*

Timer, can you please advise if all evaluators were within the time limit? Yes/No? So, all the speakers have qualified/X speakers qualified

**VOTING for Best evaluator**

Ladies and gentlemen, please vote for the best speaker using Sli.do.com

**THE TABLE TOPICS SESSION**

SO! Let’s continue with the second part of meeting which is the Table Topics session. Tonight we have a fantastic Table Topics Master that goes by the name Toastmaster XXX!

*[\*insert Table Topics Master introduction here\*]*

Would you please help me welcome to the stage our Table Topics Master XXX!

*[\*TTM conducts TT session\*]*

Thank you Toastmaster XXX.

**Table topics voting**

(Make sure that voting is being conducted)  
  
**TABLE TOPICS evaluation:**

Now is time for evaluation of Table Topics:

Please help me welcome TM XXXX who will be the Table topics evaluator tonight.

**THE GENERAL EVALUATION SESSION**

Now, it’s time for the final part of the evening, the Evaluation Session!

To conduct the Evaluation Session tonight, we’re lucky to have somebody who’s been associated with Toastmasters since XXXX…

*[\*insert General Evaluator introduction here\*]*

Would you please help me welcome to the stage, our General Evaluator, Toastmaster XXX!

*[\*evaluation & voting of evaluators conducted by GE and control returned to TMOD\*]*

Thank you XXX for a great session. Let’s give another round of applause for him/her and the evaluation team.

**THE CLOSING SESSION – Prizegiving and TMOD closing comments**

*Now it is time to announce the best speaker/table topics/evaluator  
[Present the Awards and Return control to the president]*

Let me turn the meeting control back to our PRESIDENT.