

AAS Meeting Script/Outline

[PRESIDENT TAKES THE PODIUM]

President's Welcome

President introduces the Toastmaster

[TOASTMASTER TAKE PODIUM]

Toastmaster's opening comments.

If there is a flag present then we can do the pledge of Allegiance.

Introduce the meeting

"Our meeting has 3 parts, Table Topics, Prepared Speeches, and Evaluation. Each part has a leader.

Introduce the General Evaluator

GE's introduction

[GE TAKES THE PODIUM]

General Evaluator Introduces roles

What the GE does

Introduce the Grammarian

Grammarian gives introduction to role and Word of the Day

Ah-Counter gives introduction to the role

Timer gives introduction to the role.

Return control to the Toastmaster.

[TM TAKES THE PODIUM]

Toastmaster introduces the Table Topics Master

TTM Introduction

[TTM TAKES THE PODIUM]

Table Topics Master Introduces what table topics is.

We can use multiple formats for this part of the meeting.

The traditional where the TTM talk about the questions, asks the question and calls the person's name last.

The TV Interview format, where she calls three speakers to the front and 'interviews them'. They do not have to be asked questions in order.

Ask timer if everyone qualified for competition.

Ask people to vote on TT speakers

[TM TAKES THE PODIUM]

Toastmaster introduces the speaking section

Explain about the evaluation forms in their seat and how there will be a minute after each speech to give feedback.

When they've written all they can or want to, pass it to the center aisle to be picked up.

Read Speech Objectives for speaker 1:

To do this you'll have to have them ahead of time.

You could also ask the evaluator to read them if you prefer as they will have the speaker's manual.

Intro Speaker 1

Speaker #1 Intro

[SPEAKER TAKES THE PODIUM]

Speaker Speaks

[TM TAKES THE PODIUM]

Ask timer for one minute of silence for written evaluation.

_____ 2 _____

Read Speech Objectives for speaker 2:

To do this you'll have to have them ahead of time.

You could also ask the evaluator to read them if you prefer as they will have the speaker's manual.

Intro Speaker 2

Speaker #2 Intro

[SPEAKER TAKES THE PODIUM]

Speaker Speaks

[TM TAKES THE PODIUM]

Ask timer for one minute of silence for written evaluation.

_____ 3 _____

Read Speech Objectives for speaker 3:

To do this you'll have to have them ahead of time.

You could also ask the evaluator to read them if you prefer as they will have the speaker's manual.

Intro Speaker 3

Speaker #3 Intro

[SPEAKER TAKES THE PODIUM]

Speaker Speaks

[TM TAKES THE PODIUM]

Ask timer for one minute of silence for written evaluation.

Ask timer if everyone qualified for voting. If more than one person qualified, then ask people to vote.

Re-introduce General Evaluator (not with bio, just let people know they are going to be doing the next part.)

[GE TAKES THE PODIUM]

General Evaluator's introduction

Explain how important evaluation is and how it is a real world skill being able to give people feedback in a way the encourages and improves them.

GE Introduces first evaluator

[EVALUATOR TAKES THE PODIUM]

Evaluator 1

[GE TAKES THE PODIUM]

GE Introduces second evaluator

[EVALUATOR TAKES THE PODIUM]

Evaluator 2

[GE TAKES THE PODIUM]

GE Introduces third evaluator

[EVALUATOR TAKES THE PODIUM]

Evaluator 3

[GE TAKES THE PODIUM]

GE asks timer if everyone qualified for voting. If more than one person qualified, then ask people to vote.

Give a detailed evaluation of the meeting, with special emphasis on giving the TM feedback, the TT Speakers and the evaluators.

Once you have done this, ask the timer for their report.

[TIMER STANDS IN PLACE AND TURNS TO AUDIENCE.]

Timer gives report.

GE Calls on Grammarian

[GRAMMARIAN STANDS IN PLACE AND TURNS TO AUDIENCE.]

Grammarian give report

GE Calls on Ah-Counter

[AH-COUNTER STANDS IN PLACE AND TURNS TO AUDIENCE.]

Ah-Counter

GE thanks evaluation team and returns control to TM.

[TM TAKES THE PODIUM]

TM asks Sgt At Arms for awards.

Toastmaster Presents Awards asking each winner to come to the front. (Normally a time to take a picture for website.)

Given time Toastmaster/President asks if anyone has an announcement of an upcoming event. He will set a 30 second to 1 minute limit for announcements. People can do their announcements from the audience.

Toastmaster returns control of the meeting to the President.
[PRESIDENT TAKE PODIUM]

Toastmaster/president talks about becoming a Toastmaster and give call to action to join.

President Closes Meeting