

Intro

Dear fellow Toastmasters, most honoured guests – welcome to the meeting!

(Optional: a brief story about a topic of your choice, i.e. if it is Halloween time you may talk about Halloween traditions or tell a spooky story ;-))

Introducing the Agenda

Tonight is very special, as we have most amazing agenda and wonderful speakers! Our agenda is always divided into 3 sections:

- 1 - The warm up section where we have a word of the day, joke of the day, table topics for impromptu speeches
- 2 – The prepared speeches
- 3 – The evaluation session, where the speakers will get evaluated and everyone who appeared on the stage hear how well they did with timing, use of grammar, filler words etc.

Introduce timer – ask the timer how will you show time?

Part 1

Welcome on stage person at a time.

Part 2

Now, we are moving to the most exciting part of the evening – the prepared speeches. These speakers have taken time to write, practice and revise their speeches, and are very excited to have you all in the audience today. They are hungry for each of your feedback to learn what worked well and what they can improve for next time. After each speaker, we will have 1 minute silence for writing feedback. Please write 3-4 things you liked about the speech, 1-2 things the speaker could improve via the feedback form link as posted on the chat.

Without further a do, let's begin. Our first speaker tonight is an experienced Toastmaster, who loves yoga, dancing and cooking – no other than (name of speaker 1)! Their evaluator is (name of evaluator 1), please can you read out the objectives for the speech? What is the time for the speech?

Welcome on stage – full name of speaker – (title of the speech).

After speech - *1 minute of silence for feedback, timer can you please indicate once 1 minute is over.*

Speaker nr 2

Evaluator nr 2

Time?

Welcome on stage – speaker nr 2 - title

1 minute of silence, timer please

Etc.

BREAK – 5-10 min, depending on time. Chat or go grab a tea

Welcome back! We are heading towards the third, final part of the evening, the Feedback session. The Master of the show, the General Evaluator, will **be XXX**.
The stage is yours!