

## **Toastmaster | Moderator | Information**

### **WHEN YOU ARE THE MODERATOR | THE TOASTMASTER**

The main task of the moderator is to be a perfect host and guide through the program. If the moderator does not do his or her job, the entire program may suffer. It helps to know the club and its customs, but it is not a requirement.

The moderator should introduce the participants in a way that excites the audience and motivates them to listen. In this way, the facilitator creates an atmosphere of interest, anticipation, and receptivity.

#### **One week before the meeting.**

Remind speakers by email that they are scheduled in the program (see template texts at the very bottom). Ask for the title of their speeches and something interesting to introduce them with (e.g., about their job, family, hobbies, education, why the topic is interesting to the audience). Everything else can be found in EasySpeak.

Think of a suitable motto and enter it in EasySpeak.

#### **5 days before**

Remind the overall evaluator of his task by e-mail (or phone) (see template texts below). Ask him to remind the members of his evaluation team (speech evaluator, timekeeper, style evaluator, eh-counter, etc.) of their duties.

Remind the table topics moderator of his duties by email (or phone) (see template texts below). Point out that he calls first those who do not have an assignment that evening (and thus no opportunity to practice. First priority is given to members).

#### **1 day before**

Complete the agenda for the evening on EasySpeak.

Prepare an introduction for each speaker (which you will have received from the speakers via email). An appropriate introduction is important to the success of the presentation.

Prepare remarks that can be used to bridge gaps between program sections. They may never be needed, but it helps to be prepared to avoid potentially embarrassing moments of silence.

#### **Shortly before the start of the meeting**

Go to the club location early to make final preparations.

Find out if there are any changes (e.g. from speakers, from VP Education).

Talk to the table topics moderator about his duties. Remind him that he will first call on those who do not have an assignment that evening (and thus no opportunity to practice).

Sit at the front of the room and ask the speakers to do the same so they can get to the lectern quickly and without obstruction.

## **During the meeting**

Lead with sincerity, energy, and determination. Take the audience on a pleasant journey and make them feel that all is well.

Lead the applause.

Always stay in front until you are relieved by someone with a handshake (= passing of the baton).

Introduce the overall evaluator, who will then introduce the other members of the evaluation team. Hand over the leadership to him. When he is done, take over again.

If time permits, have the scorers state the objectives of the speech (speaker) from the manual. Immediately before each speech, ask the appropriate rater to state the evaluation criteria for the speech. (Order: rater 1 / speaker 1; rater 2 / speaker 2; rater 3 / speaker 3, etc.).

Introduce the speakers with an introduction before their speech.

Ask the timekeeper to stop the evaluation time after a speech.

At the end of the speech program, ask for a vote for the best speaker.

Lead into break (ask online guests to network, mics are off in the room).

## **After the break**

Introduce the table topics moderator. Hand over the reins to him. When he is done, take the lead back to you.

Pass the line to the overall evaluator. When he is done, take the lead again.

Ask for the vote for the best scorer and the best toastmaster of the evening.

Turn it back over to the president.

Note that serving as moderator provides one of the most valuable experiences in club life. This role requires careful preparation to ensure the smooth running of the meeting. Good luck.

## **TEXT TEMPLATES TO WRITE TO THE ROLE HOLDERS**

### **Multiple speakers**

Hello,

At the next meeting I have signed up for the role of moderator and you as speakers on EasySpeak.

In order to fulfill my role as good as possible, I need a short introduction of max. 30 seconds from you at least two days before the meeting. It would be nice if you could add this introduction or notes directly to your speech on EasySpeak.

Please also remember to send your evaluators the evaluation form from your pathway in Pathways/Basecamp in time and talk to them again if necessary.

I am looking forward to great speeches from you and wish you good luck already now.

Kind regards,

[Your Name]

### **A speaker**

Hello,

At the next meeting I have signed up for the role of presenter and you have signed up for the role of speaker.

In order for me to fulfill my role as well as possible, I need a short introduction of max. 30 seconds from you at least two days before the meeting. By the way, you can also put this on EasySpeak for my information. Thank you!

Please also remember to send your evaluator the evaluation sheet from your Pathways/Basecamp in time and talk to him/her again if necessary.

I am looking forward to a great speech from you and wish you good luck already.

Kind regards,

[Your Name]

### **Overall evaluator**

Hello,

At the next meeting I have signed up for the role of presenter and you have signed up as the overall evaluator.

In order for the meeting to go as smoothly as possible, I would appreciate it if you contact your team of raters (see EasySpeak) so that they can prepare for their role and help if necessary if they still have questions.

If your team is not yet complete, we will ask for volunteers together at the club night before the meeting starts.

Kind regards,

[Your Name]

### **Overall evaluator to the evaluators**

Hello,

You have signed up for the team of evaluators. Please prepare for your role. Feel free to use the template/protocol provided by our club.

If you are a speech evaluator, I recommend that you contact your speaker so that you know ahead of time what to look for. (You can find your speaker on EasySpeak). If you haven't received the evaluation template from your speaker, please remind him or her to do so.

Kind regards

[Your Name]

### **Table Topic Moderator**

At the next meeting, I signed up to be the presenter and you signed up to be the impromptu speech presenter. My motto is: ....., maybe you will find suitable topics for the impromptu speeches and we will have a common thread running through the evening.

I am already looking forward to your (positive and not too difficult) challenges.

As a reminder, call first those of our members who have no other opportunity to speak that evening. First priority will be given to the members.

Kind regards,

[Your Name]