

Checklist for a TM

- 1) **THE THURSDAY BEFORE THE MEETING:** That's when I start prepping, the 1st thing ON the list is to email all the "key players" that are on the schedule.
 - a. The schedule can be found at <http://www.trailblazerstoastmasters.net/VPE-Schedule/>
 - b. Some folks may think that that's a little early, but I realize that not EVERYONE lives in front of a PC like I do, and this gives a whole weekend to get the email reminder and check the schedule!
 - c. Although I think it's important to email everyone separately, the 4 folks that you DEFINITELY want to contact are your speakers and their evaluators.
 - d. You also may want to "remind" any special jobs about certain items they may need:
 - i. For example, the speakers need to either email YOU their introductions ahead of time, OR print out an intro and bring it to the meeting with them.
 - ii. Also the Grammarian needs to have chosen a Word of the DAY, and having it and the definition pre printed is always a good idea as well!
- 2) IF ANY of your MAJOR PLAYERS reply that they can NOT attend or fulfill their duties, please let one of your officers know as SOON as possible, preferably starting with your VP of Leadership.
 - a. Since your officers have full contact information for the club members they can often contact an alternate or at the very least, suggest one for you and supply the contact information.
 - b. At the VERY least your leadership has determined that as leaders they should always be prepared to step in at the last minute, if need be, and fill in where needed!
 - c. Also, if you do not RECEIVE a reply from one of your majors, you may want to alert your officers, just so that they can be prepared if need be.
- 3) The SUNDAY before the meeting, you can, with the information you have on hand, start developing the AGENDA for the meeting.
 - a. There is a previous agenda that is stored on our website at the bottom of the scheduling page here: <http://www.trailblazerstoastmasters.net/VPE-Schedule/>
 - b. All you have to do is change the names to reflect the proper speakers.
 - c. I TYPICALLY don't print out my copies for the meetings until Tuesday evenings, since things DO change, and I hate to run off 20 copies only to have to do it all over again.
- 4) TUESDAY NIGHT before the meeting: Print your Agendas and any introductions that have been forwarded to you.

- a. I always print 20 copies of the Agenda, typically there are a few left over, but I want to make sure I account for guests.
 - b. A LOT of folks have color printers and think that the agendas look better in color, be that as it may, since your using your resources, do what you are comfortable with.
- 5) MEETING DAY! – ARRIVE EARLY!
- a. You don't have to try and be there as they open the restaurant, but if you're there at 0715 you will have a chance to watch for any corrections you may need to deal with at the last minute.
- 6) 0730 – The Sergeant At Arms will open the meeting and introduce you
- 7) 0735 – TM Of the day will open with the Toastmasters MISSION Statement
- 8) Next he'll start by asking any guests to introduce themselves and tell a little about themselves.
- 9) Following is the introduction of the Technical Table; THIS is where YOU having a copy of your Agenda in front of you will help you out a LOT!
- 10) Then you'll start with the introductions of the MANUAL speeches.
- a. Although we actually DO number the speakers #1 and #2, if someone is late or not quite ready, you are certainly able to go in whatever order you need to keep the meeting moving.
 - b. AFTER each meeting, take a 2 – 5 minute pause and let the evaluators catch up, as well as allow the rest of the members to write comments out on their speaker strips
- 11) After ALL your manual speeches you will want to introduce your Table Topics Master.
- a. Depending on the number of manual speakers the amount of time available to the TT may be greater or shorter each meeting, BUT you dint ever want your TT to go LATER than 0815.
 - b. The Guests should ALWAYS be given the opportunity to participate, but never feel coerced/
 - c. Again, give a 2 minute break after the TT is complete for everyone to vote and pass their slips to the TT master for counting.
- 12) Next you will want to introduce your evaluators, again, the order isn't as important as the numbering suggests.
- a. You just want to make sure you leave enough time for each evaluator to COMPLETE their evaluation before you ask them to speak.
 - b. The EVALUATORS may have the speaker's manuals with them at the podium, if so; you may want to remind them to pass them to the VP of Leadership to be signed, if not then, certainly before they leave.
- 13) Once the Manual Speeches have been evaluated you will introduce the GENERAL Evaluator, who will speak for 2 – 3 minutes, often from their chair.
- a. This position is VERY flexible and the TM filling in that position may very well get recruited to another role if need be.
- 14) Following the General Evaluation the Educational minute.
- a. Unfortunately, as with the General EVAL, this role often gets supplanted by the member being recruited for another role.

- 15) Next if the report form the technical table:
 - a. Ah Counters Report
 - b. Grammarians Report
 - c. Timers Report
- 16) Finally a call for general announcements or information from the Club President or any of the other officers.
- 17) Just prior to adjournment the presentation of the Table Topics winner.
 - a. Occasionally the Club President or the Officer in charge of announcements will wrap up the meeting.
 - b. This may include the awarding of this ribbon.
- 18) MEETING Adjourned!