

**Davie
Toastmasters**



Ah Counter

Name	Ah	Um	Other	Alternative

Davie Toastmasters



Grammarian

Name	What said	Alternative	Word of the Day Use

Davie Toastmasters



Head Coach

Before the meeting: Get manuals from speakers and give to Coaches. Make sure each Coach knows what project number he/she is coaching.

Speaker #1 is: _____ and is being coached by: _____

Speaker #2 is: _____ and is being coached by: _____

Speaker #3 is: _____ and is being coached by: _____

During the meeting:

- Explain the purpose of Coaching (Evaluation) and introduce each Coach
- Call for the Timer's report on speakers (if not previously done) and on Coaches.
- Return control of the meeting to the Toastmaster of the Day.
- After Table Topics, discuss the meeting as a whole.

Some *sample items* to discuss:

- Did the meeting start on time?
- Did the Toastmaster have control of the meeting before starting?
- Did Table Topics give everyone a chance to speak?
- Did the Table Topicsmaster call on any of the speakers? (Not usually a good practice)
- Did the Coaches do well (eg, addressed delivery, not content; suggested ways for improvement)?
- General comments on decorum, setup of room.
- Suggestions for next meeting

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Timer

Prepared Speeches (target time from manual)	<i>Example times below are for a 5-7 min speech</i>		
	Green	At minimum time	(eg, 5 min)
	Yellow	At 1 minute before maximum time	(eg, 6 min)
	Red	At maximum time allowed	(eg, 7 min)
	Name		Time
Speaker #1			
Speaker #2			
Speaker #3			

Coaching (target time = 3 min)	Green	At 2 minutes	
	Yellow	At 2 minutes 30 seconds	
	Red	At 3 minutes	
	Coach Name	Speaker Name	Time
Coach #1			
Coach #2			
Coach #3			

Table Topics (target time = 2 min)	Green	At 1 minute	
	Yellow	At 1 minute 30 seconds	
	Red	At 2 minutes	
	Name		Time
Speaker #1			
Speaker #2			
Speaker #3			
Speaker #4			
Speaker #5			
Speaker #6			
Speaker #7			
Speaker #8			

In a contest, a speaker can be disqualified for speaking too briefly or for too long.

Contest	Target	Disqualified if
Speech (Int'l or Humorous)	5 – 7 min	<4 min 30 sec or >7 min 30 sec
Table Topics	1 min 30 sec – 2 min	<1 min 30 sec or >2 min 30 sec
Evaluation	2 – 3 min	<1 min 30 sec or >3 min 30 sec

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Toastmaster of the Day

Before the Meeting

Contact Speakers, Head Coach, & Table Topicsmaster, and help as needed.
Plan Meeting (consult President and/or VP Education as needed)

Start the Meeting

Outline meeting: number of speakers, name the Head Coach and Table Topicsmaster

Head Coach:	
Table Topicsmaster:	

Introduce Helpers & Roles: ask each to explain his/her role (what they do & why)

Timer:	
Grammarian:	
Ah Counter:	
CL Coach:	

Also acknowledge Videographer and ASK if anyone does NOT want to be recorded

Introduce Speakers & Speeches:

	Speaker Name	Manual	Speech # and Name	Speech Title	Time
1					
2					
3					

After last speaker:

Ask for Timer's report

Coaching

Introduce Head Coach

After Coaching

Ask for Timer's Report

Table Topics

Introduce Table Topicsmaster

After Table Topics

Ask for Reports: Timer, Grammarian, and Ah Counter

NOTE: CL Coach and Videographer do not give a verbal report

Return control of the meeting to the President