



Toronto Business Toastmasters

Chairperson's Checklist		
1	Chairperson to arrange for the speaker's accommodation prior to the meeting, e.g. projector	<input type="checkbox"/>
2	Tap gavel 2 min before the meeting	<input type="checkbox"/>
3	Keep 5 cups on standby -> 3 for Speakers, 1 each for Evaluator and Table Topics	<input type="checkbox"/>
4	Tap gavel at the beginning of the meeting	<input type="checkbox"/>
5	Introduce myself	<input type="checkbox"/>
6	Announce format of the meeting	<input type="checkbox"/>
7	Announce changes, if any	<input type="checkbox"/>
8	Ask for phones to be turned to silent during the meeting	<input type="checkbox"/>
9	Mention that members who need their CL can exchange manuals to get evaluated on their roles	<input type="checkbox"/>
10	Recognize the guests and mention that they will be asked to say a few words about their experience at the end of the meeting	<input type="checkbox"/>
11	Mention the number of prepared speeches at the meeting	<input type="checkbox"/>
12	Introduce the theme of the day	<input type="checkbox"/>
13	Introduce the other roles	<input type="checkbox"/>
14	Speak about the theme of the day	<input type="checkbox"/>
15	Introduce the speakers <ul style="list-style-type: none"> • Announce the manual, speech project and title, and time for each speech • Speaker-> Title-> Title-> Speaker 	<input type="checkbox"/> <input type="checkbox"/>
16	After each speech – <ul style="list-style-type: none"> • Ask for 1 minute for evaluations • Announce that a cup is going around to collect evaluations 	<input type="checkbox"/> <input type="checkbox"/>
17	Introduce Table Topics Master <ul style="list-style-type: none"> • Mention the cup that is going around for the Table Topics 	<input type="checkbox"/>
18	Introduce the General Evaluator <ul style="list-style-type: none"> • Mention the cup going around for Evaluators 	<input type="checkbox"/>
19	Close the meeting by asking for results from Grammarian, Ah Counter and Timer	<input type="checkbox"/>
20	Ask for voting results of Table topics and Evaluations	<input type="checkbox"/>
21	Ask for guest comments one by one - 30 seconds each	<input type="checkbox"/>
22	Ask for new business	<input type="checkbox"/>
23	Address next 2 weeks' agenda	<input type="checkbox"/>
24	Adjourn meeting by tapping the gavel	<input type="checkbox"/>