

Toastmaster's Online Meeting Checklist

The Week Before:

- Read the Toastmaster [meeting role description](#) on the Park City Toastmaster website.
- Choose a theme and add it to the schedule.
- Make sure roles are filled and that members understand their roles.
- Get Introductions from the 3 Speakers with required information (project, title, length)
- Send your introduction to the Club President or presiding officer.

At the Meeting:

- Add "Toastmaster" to your name in Zoom, e.g. Ralph - Toastmaster
- While the President is introducing you, check the gallery that everyone is muted and look for role holders being present.
- 7:05** Greet the club and introduce the Theme of the Day
- Roll call: (**Fill in names ahead of time**)
 - Table Topics Master _____
 - General Evaluator _____
 - Ah Master _____
 - Vote Counter _____
 - Speaker 1 + Evaluator _____
 - Speaker 2 + Evaluator _____
 - Speaker 3 + Evaluator _____
 - Timer – ask timer to demonstrate the color backgrounds _____
 - Grammarian - ask Grammarian to give the Word of the Day _____
- Remind members to check the chat box often, as important information is displayed there during the meeting.
- Short message on theme (Keeping the meeting running on time is your most important job. If the meeting starts running behind, shorten or eliminate YOUR comments on the theme.)**

- 7:10** Introduce 1st speaker
- Invite love notes via chat, [short message on theme](#)
- Introduce 2nd speaker
- Invite love notes via chat, [short message on theme](#)
- Introduce 3rd speaker
- Invite love notes via chat, [short message on theme](#)
- Ask for timer's report for speakers, announce who qualifies for voting

- 7:35** Introduce the TableTopics Master
- Make sure TTM asks for Timer's report and Word of the Day usage, otherwise, you ask.
- 7:50** Introduce the General Evaluator
- Make sure GE asks for Timer's report, casting of votes, Grammarian and Ah Master Report, otherwise you ask for these.
- 8:10** Awards if ready or stall with [final theme comments](#). You read the category; the Vote Counter will read the name.
 - Most Improved
 - Best Introduction
 - Best Table Topics
 - Best Evaluator
 - Best Speaker
- Turn over to President/Presiding Officer