

Fellow Toastmasters,

Attached is the club schedule of assignments for the next 4 weeks. **Note that some assignments may have changed since last publication.** Please check to see if you have been scheduled a role at any of these meetings. If you are scheduled for a role at one of the meetings on the enclosed list and cannot attend, please obtain a replacement and let the Toastmaster for the meeting and myself know.

Following are some things for assignees at the next meeting to do:

Toastmaster: Obtain speech title and introductory material for each person you will introduce. Provide meeting theme, speaker's name and speech title to the VP for Publicity by COB Tuesday so the information can be included in the e-bulletin Wednesday. A blank draft meeting agenda is provided on the website for your use to complete and send out to members by COB Wednesday. Be sure to tell the Table Topics Master and the Grammarian what the theme for the meeting will be so they coordinate Table Topics and Word of the Day if they choose. Remember to send out a copy of the agenda to all members the day prior to the meeting.

Speakers: Provide the Toastmaster with:

- Title of your speech by COB Monday. Let the TM know if you don't want your name/speech title in the e-bulletin.

- Introductory biographical and other remarks with which to introduce you

- Manual and number of the speech you are giving, including speech timing

- Goals of the speech

Evaluators: Make sure to review the purpose and goals of the speech you are evaluating ahead of time (consult the manual and contact the speaker for this information). General evaluator should review guidelines posted on the website.

Table Topic Master: Be sure to have at least 5 Table Topics ready to use if necessary.

Grammarian: Prepare a Word of the Day with chart. The chart should include: Word, definition, and usage illustrated in a sentence. Count Uhs, Umms and other "space fillers/restarts", as well as usage of the Word of the Day and examples of clever and descriptive words used by all speakers, and provide a report at the end of the meeting.

Timer: Review timing instructions and timekeeper guidelines posted on the website for each regular speech, evaluation and Table Topic speech, and advise, when called upon, if any speaker in a given category ran over their maximum time. You should also be prepared to provide a timing report for all speakers using the completed timekeeper sheet (copy on website) at the end of the meeting.

If you have any questions or need help, please let me know.

Our website address is: <<http://smoothtalkers.tripod.com>>

Thanks,

Paul