

# Welcome to Sunrise Toastmasters

If possible please show up early to mingle with other members.

If this is your first Toastmasters meeting, please read these tips to guide you through our meeting.

Please find an open seat and help yourself to a fresh cup of coffee and a muffin located at the back of the room. **Meeting starts at 7:30 sharp**

Sergeant-at-arms asks everyone to take a seat and **turn off cell phones.**

President of the club is introduced and gives a short thought for the day.

**Guest introductions** – This is where we get to know **you**. After the president of the club is introduced, you will be asked to take 30 seconds to tell everyone a little about yourself. Usually it's your name, what you do for a living, and how you found out about Sunrise Toastmasters.

**The following is a list of items you will find in front of you:**

**Agenda:** Displays today's meeting order and speeches

**Evaluation sheet:** This is a long skinny sheet used for voting and also may be used to write a short statement to the speaker about their speech. At the bottom of the evaluation sheet are perforated sections. At Sunrise, we vote on the best table topics speaker, best speaker and best evaluator.

**Detailed evaluation sheet:** This allows you to give more detailed information to the speaker

**Each of these items is explained below in more detail, and will be briefly explained during the meeting. Please read this over. We want you to be comfortable and hopefully you will join as a new member.**

As the meeting begins, people are introduced to perform small roles they volunteered to fulfill. One particular role is our "AH" counter. This person is responsible for counting crutch words; during the meeting you may hear someone ring the bell. This is done to bring attention to us using crutch words and not to embarrass anyone during the meeting.

There are three major segments of the meeting (Table Topics, Speeches and Evaluations).

**Table Topics** - This is impromptu speaking. The Table Topics Master will choose other members to speak about a subject or answer a question usually related to the theme of the meeting. Speech should be 1 – 2 minutes, if possible. After all questions are asked, everyone votes on whom they thought was the best.

**Speeches** - Members sign up weeks in advance to give speeches. The guidelines for each speech are in the Competent Communication Manual, which you will receive after becoming a member.

**Evaluations** – Members sign up to evaluate the speakers. This allows us, as Toastmasters, to become better listeners. It also allows the speaker to receive feedback on their performance. The detailed evaluation sheets from other members are passed to the appropriate speaker(s) during the meeting. Don't worry...its not high school and we won't yell at you for passing notes ☺ but please make sure to pass them along!!!

**At the end** of the meeting the president will ask you your thoughts about the meeting.

***We hope to hear you will be joining as a new member.***