

## **Toastmaster of the day Checklist**

(Friday before meeting)

- Call or email role players, get commitments to fulfill role at upcoming meeting. If you intend to have a theme for the meeting, let everyone involved know as soon as possible.

(Monday/Tuesday before meeting)

- Finalize list of roles, send schedule of meeting to club members.
- Type up agenda for meeting and make about 12-15 copies for meeting.
- Obtain introductions from speakers.

(Thursday, day of meeting)

- Check email and voicemail before meeting to check for last-minute changes.
- Arrive by 7:05 am. Make sure room is being set up. Work out last-minute role changes with the group before meeting starts.
- Follow the standard agenda (or whatever agenda you would like to follow). Have fun!