



Meeting Helpers

Toastmasters International: Where Leaders Are Made

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Sergeant @ Arms Notes

Before Each Meeting:

1. Arrive at least 30 minutes before the meeting.
2. Put up the two **banners** and **gavel** at the front of the meeting room:
 - a. Our FYTC banner
 - b. The 10 Competent Speaker steps
 - c. Gavel for the president to be presidential!
3. Get the **"Meeting Bag"** from the storeroom.
4. Set up the Captain's Table:
 - a. At least one **"Guest Registration"** page
 - b. An officer's **business cards** to give to the guests
 - c. **A pen** -- and make sure it has ink and writes smoothly
 - d. **Agendas** and **ballot slips**
 - e. **"Notes and Instructions"** pages for all the meeting assistants. [x7]
5. Hand out instruction cards as members arrive:
 - a. Meeting assistants
 - b. Each speaker that needs to use the pointing device.
6. Setup the Timer's table:
 - a. Put the **flags and jar** & make sure there are **"weights"** in the jar
 - b. The **2 clocks**
 - c. The **"Timer's Notes and Instructions"**
7. Setup the computer:
 - a. Add the pointer mouse
 - b. Audio jack and test sound by playing some background music with A1OHP.
 - c. Video d-sub and turn on the projector to warm it up
8. Set up the microphones:
 - a. Ask the speakers if they need the mini microphone. Yes? Set it up.
 - b. Make sure the main "silver topped" microphone works well. Change the battery?
9. Check the speakers' files are on the computer and work correctly.

10. Help the speakers:

- a. Offer them the mini microphone
- b. Show them how to use the mouse pointer, microphones, computer etc.
- c. Show them **"FYTC Presentation Instructions Speaker.pdf"**
- d. Show them how to turn on the screen. ["Blank" or "Next Slide" buttons]
- e. Give the first speaker the mouse so they're ready.

Your Opening Speech:

1. Start on time. No excuses. 😊
2. Good evening! Ladies and gentlemen!
 - a. Remind people to be seated and not to walk around during the meeting. [= sit down]
 - b. Turn off their cell phones or set them to flight mode
 - c. Respect the speakers and masters by not speaking until the intermission or after the meeting.
 - d. Make a short 2' speech about the news, festivals, something inspirational or something that happened to you recently.
[The audience will settle down and concentrate on you if you say something interesting and/or important.]
3. Sit down near the front close the computer and projector.

After Each Meeting:

1. Add the guests to **A1VPE Assistant**: or your own system
2. Turn off:
 - a. The amplifier and sound system
 - b. The microphones
 - c. The computer
 - d. Tidy up all the cables and wires.
 - e. Take down the banners
3. Return all the equipment to the store room:
 - a. The **"Meeting Bag"**
 - b. The **banners**
 - c. Gavel
 - d. Unused ballot papers
 - i. If there only a few ballots left, please inform the VPE and secretary.
 - e. The meetings assistants **"Notes & Instructions"**