

## **Pre-Meeting Prep List for Toastmaster to send to Functionaries 5 days prior to Club Meeting**

Please take a minute **now** to review this short Preparation List.

1) Some of you acknowledged your assignments at the last meeting. If you did not, please reply to me, the Toastmaster (or if you are an Evaluator, to the General Evaluator). IF you cannot fulfill your assignment, please try to arrange a substitute and let me know about the change as soon as possible. Note that members with planned absences are listed on the Schedule and below under Assignments.

2) **Speakers:** Please send me (and your evaluators) your speech information before the Meeting. (Use the form below.) WHY? Better introductions, evaluations, and if we have long speeches, we may need to adjust our other program durations.

3) Please review (in advance) the key objectives for your role: See the "**When You Are...**" publication you received upon joining, or on-line at: <http://www.rbtoastmasters.com/doc/Duties.pdf>. (This is same as "Description of Toastmaster Duties" on the "Guide and Tips" page of our website.)

4) Find a suitable Project in your **Competent Leadership (CL)** manual for your functionary role (see matrix on page 76).

5) **THE NIGHT BEFORE THE MEETING:** Pack your current **Speech manual** and **CL manual** to go! Also, bring issues of the **Toastmaster** magazine to get labeled with club sticker (see any Club Officer), then distribute for club publicity (doctors' waiting rooms, hair salons, business lobbies, etc.).

### 6) **AT THE MEETING:**

1) Before we start, ask your neighbor member to give you the brief written evaluation you selected in your **CL Manual**. Offer to return the favor!

2) **Speakers:** Before the end of the meeting, ensure your manuals were signed off (on **Project Competition Record** page) by the VP of Education.