

Toastmasters' Protocol Tips

Logistics and Preparation:

Name Badge

- Wear on right side of chest. When shaking hands this allows the other person to read the badge.

U.S. Flag

- Displayed Flat – Display above and behind speaker
- From a Staff – Held in prominence (higher than other flags displayed), to the speaker's right when facing the audience (left of the audience). Other flags are to the speaker's left when facing the audience (right of the audience).
- For more information, visit <http://www.americanflags.org/html/index.flash.html>

National Anthems / Pledges

- If a club or event is going to sing National Anthems or recite pledges, the recitation should occur at the beginning of the event.
- If more than one country is represented, the guest country's anthem / pledge is conducted prior to the home country.

Giving Control of Lectern

- The person in control of the lectern should address the next person and step back. If announcer, starts applause. If speaker, drop hands to sides.
- When next person reaches lectern, address the person by title and name and then shake hands.
- Person leaving should exit in the opposite direction the next speaker came from. If not possible, shake hands, step back and let the new speaker cross in front to take control of the meeting.
- The lectern should not be left unattended at any time.

Applause

- Clap when a person is introduced / announced and when someone finishes speaking.
- The Toastmaster or announcer should lead the applause.
- When someone is approaching the lectern, applause continues until control of the lectern is exchanged.

Giving an Award

- When exchanging the item, shake with the right hand and give the award with the left crossing over the handshake.
- Remove the award from packaging prior to presenting.

When to go to the Lectern

- Varies by club but the following are the positions that are expected to report / speak from the front of the room:
 - Toastmaster, Speaker, Table Topics Master, General Evaluator, Speech Evaluator

Addressing attendees

- The most common address is Mister or Madam Toastmaster, Table Topics Master or General Evaluator.

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- Other members holding roles could also be addressed by their role.
- When addressing the club, first recognize the person who introduced you, then the audience as a whole, and finally guests. If there are special visitors, they should be recognized before the rest of the audience.
 - Example: Mister Toastmaster, Madam Area Governor, Fellow Toastmasters and Guests
 - Sometimes adjectives are inserted before the address such as “honored, welcomed” or “fellow Toastmasters” is replaced with “friends.”
- Officers may also be addressed by their office; Madam President.

Meeting Roles

Members / Audience

- Be on time – if you are late, do not enter the room while someone is speaking (prepared speech, especially during a contest). When entering the room, walk around the outside so as not to disrupt whoever is at the lectern. This may mean a longer walk.
- If you have an assignment, be ready. If you cannot complete your assignment, find a substitute or notify the Toastmaster in advance of the meeting.
- Arrive early – if you have a role, especially the speaker, get to the meeting early to set up.
- Give the person at the lectern your full attention.
- Do not chat during the meeting or speak out without being recognized to speak.
- Address the person at the lectern and the rest of the audience when speaking.
- Greet guests and help them throughout the meeting.

Toastmaster

- Contact members scheduled for a role in advance to confirm participation with plenty of advance notice so another member may be able to in if someone is not available.
- Contact all other members to remind them of the meeting to increase attendance. Meeting announcements should be sent to all members to remind everyone of the meeting, who has what role, the theme, meeting location, etc.
- Agenda - always prepare an agenda and distribute before the meeting.
- In some clubs, the VPE handles the above items.

Speaker

- Introduction - Speakers should always have a prepared introduction to give to the Toastmaster / announcer prior to the start of the meeting.
 - The introduction should be at least 14-size font with 1½ line spacing.
 - Items to include in the introduction:
 - Relevant background material especially information that supports why the speaker is able to talk on the subject
 - Speech objectives, speech title, timing, speech manual and number
 - Other information to “set the stage” for the audience and reduce explanations during the opening of the speech
- Speech Credit
 - You do not receive credit for completing a speech until the Vice President – Education signs the Project Completion Record in the back of your book.

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- Once you've completed all the necessary speeches, complete the appropriate application form and have the VP-E sign it. Attach a copy of the Project Completion Record. The VP-E can also submit applications electronically to Toastmasters International versus faxing or mailing the paper forms. TI will send a certificate recognizing your accomplishment. Neither you nor the club receives credit until this step is completed.
- Test equipment – if you're using any props or audio-visual equipment; test it out in advance of the meeting; practice the speech using the equipment.
- Equipment assistance – if you need help moving props in between speakers, talk to the Sergeant at Arms in advance to do it for you.
- Handouts – decide when handouts should be distributed (before the meeting, while you're being introduced, at a certain point in the presentation, etc.). Ask the Sergeant at Arms to distribute handouts.

Table Topics Master

- Address question to entire audience before calling on a respondent.
- Questions should be open ended to allow the respondent to elaborate instead of a yes / no answer.
- If there is a theme, the questions should be related to the theme of the day.
- Do not vote unless there is a tie. The vote counter is tiebreaker. Do not announce if there was a tie or how close the vote was, just the results.
- If there are fewer than 3 speakers, it is recommended not to vote.

Evaluator

- Address the General Evaluator, members, guests and the speaker. Look at the speaker and share an uplifting comment before starting.
- Have notes in order.
- Don't read directly from the manual questions. Insert your own observations.
- Always include whether the speaker met the objective of the speech.
- In addition to identifying opportunities for improvement, suggest how the speaker can go about implementing the change.

Timer

- When a speaker has reached the maximum speaking limit and the timer holds up the red card, the card is to be held up until the speaker finishes.
- Timer should ensure speaker sees the cards. This can be accomplished by sitting directly in the line of site of the speaker or holding the card up until speaker acknowledges seeing it or keeping the card up until time to change to the next timing card.