

ROZY RANA'S TOASTMASTER 7-DAY PLANNER

Prepare as Toastmaster of the Day with this 7-day planner.

DAY 7

Confirm that **all roles are filled** and that you have contacts for all the role-takers.

Contact your role takers and share your theme with them.

DAY 6

Prepare an **agenda** using the template, make sure that the **time allocated** for each role is adequate. Check the manuals for the speech times.

DAY 5

Call all speakers to remind them of their speech.

DAY 4

Call all other **role takers** to confirm they **are ready**

DAY 3

Work with your **VPE** to fill any **missing roles**.

DAY 2

Prepare introductions for each speaker. A proper introduction is important to the success of the speaker's presentation..

DAY 1

Prepare remarks which can be used to **bridge the gaps** between program segments

DAY 0

Start and end **on time**, **lead the applause**, and don't leave the lectern unattended. Sit next to the timer so that you have an idea of how the meeting is progressing with regard to time. **Remind the audience to vote** for best speaker, TT speaker, and evaluator.

Most importantly, **enjoy yourself**, don't sweat over mistakes and **HAVE FUN!!**

