

**This is a demo script that can be used by two people to simulate a TM meeting for a group of potential new members. One TM is the narrator and the other is the Toastmaster of the Day. The non-TMs will play the parts of the fictitious names. Have them come to the front while the narrator explains what they would be doing in their particular role. This gets them involved in the demo meeting without having to actually do anything.**

**Toastmaster:** “Fellow Toastmasters, and guests, welcome to today’s meeting of the \_\_\_\_\_ Toastmasters Club. My name is \_\_\_\_\_. I will be your Toastmaster today.”

“When we have guests it is customary to describe the meeting format. To warm us up, a member tells a joke or story. Then another Toastmaster presents a vocabulary word for speakers to use during the meeting. The first part of the meeting is where two to three Toastmasters deliver speeches they have written and rehearsed. While each Toastmaster speaks, another member evaluates the speech. Next the club members get to practice their skills at impromptu speaking. The Topicmaster calls randomly on several Club members, presenting each with a topic. Their challenge is to speak extemporaneously for two minutes on that topic. Next we hear from the evaluators, then the Grammarian / ah counter and Timer deliver their reports, and the General Evaluator summarizes the meeting.”

“And now fellow Toastmasters, to get our meeting started on a light note, help me welcome our Jokemaster for the day, Susan Murphy.” Lead the applause while Susan comes to the lectern.

**Narrator:** “Susan tells a joke about a snail that knocks on a farmer’s door in the dead of winter and asks to sit by the fire. Susan has such a talent for telling jokes, and tells this one with such dry wit that she leaves the audience in stitches and gets the meeting off to a warm and friendly start.”

**Toastmaster:** “Thank you Susan. Our Wordmaster for the day is Sean Bixby.”

**Narrator:** “Sean holds up a large card with the word “Procrastination” on it. He challenges all speakers to use it in their speeches. Sean reads the dictionary definition of ‘procrastination’ and uses it in an example sentence ‘I procrastinated until my gas tank ran dry.’

**Toastmaster:** “Thank you Sean. I wouldn’t want to be accused of procrastination, so we’ll move right into the heart of our meeting, the prepared speeches. Our first speaker, giving speech #1 from the Communication and Leadership manual, the ‘Icebreaker’, is Dennis Hutchinson. The title of his speech is “Liver and Onions and Me.’ Please help me welcome Dennis.”

**Narrator:** “Dennis opens his icebreaker by saying that all his life he has hated liver and onions because his mother insisted on serving it every week, “But it’s good for you! She would say. As a kid, Dennis would go to any length to avoid eating liver – feed it to the dog under the table, hide it in his milk, put it under the cushion of his chair, or just stuff his cheeks like a chipmunk. Then, years later, as a break from his career, Dennis decided to take a night course in cooking – you guessed it – liver and onions. Now, Dennis’ mother comes over to his house every Friday for liver and onions!”

**Toastmaster:** “Thank you Dennis. We’ll be happy to come over Friday night for your specialty. What kind of wine goes with liver?”

“Our next speaker is giving speech #6 from the basic manual, ‘Work with Words’. The title of her speech is ‘Lessons From the Plains of the Serengeti.’ Please help me welcome Carol Maxwell.”

**Narrator:** “Carol’s speech is more serious than Dennis’. Carol spent two years in the Peace Corps and was assigned as a medical assistant in Africa’s Serengeti region, famous for its huge herds of animals. Carol crafts a heart warming story of the family values of the tribesmen of the Serengeti. She describes how they honor their elderly, gather as a family at night to tell stories, and spend a great deal of time with their children. After the first week she didn’t know where her purse was, and didn’t care, and after the second week she didn’t know where her watch was, and didn’t care. Carol closes by describing how the lessons she learned in the Serengeti have made a lasting change in her attitude about family. Now, once a week at her house they turn off the lights and TV, light candles and tell stories for the whole evening.”

**Toastmaster:** “Thank you Carol, for that gift. Now we will have the Tabletopics session. Our Topicsmaster for today is Richard Carter.”

**Narrator:** “Richard looks around the room. His eyes fall on Ralph Greene: “Ralph, please come up and tell us if you believe judges should let the TV media into courtrooms, and why or why not.’ Then he steps out of the way after Ralph comes to the lectern.”

“Well Ralph turns out to be an expert on courtroom drama. He admits that when TV cameras are in the courtroom, lawyers and defendants play shamefully to the cameras and goes on to describe some famous cases. But, Ralph says, it is our basic right – and duty – to know what goes on in the courtroom, and he strongly believes having cameras there keeps judges, juries and the justice system honest.”

“Ralph turns the lectern back to Richard. Richard spots Barbara Brown and challenges her with a new topic, ‘Barbara, we’re all dying to here what you would do if you woke up tomorrow and found yourself President of the United States.’ He waits for Barbara to come to the lectern.”

“Barbara hasn’t thought much about being President, but she decides to have some fun. ‘President, Schmesident. I don’t want to be President. I want to be Queen! It’s high time the US had a Queen, and you’re looking at the right person for the job! Now, as for my King..’ She launches into a creative two-minute description of what the US would be like if we had royalty, and concludes with a regal bow to the audience.”

“Richard wraps up Table Topics. That’s all the time we have for Table Topics. Madame Toastmaster.”

**Toastmaster:** “Thank you Richard, for a challenging set of topics. Now we move into the evaluation part of the meeting. Our General Evaluator today is Beth Smart.”

**Narrator:** “To start the Evaluations, Beth calls on the first evaluator: “Evaluating Dennis Hutchinson’s Icebreaker speech is Carolyn Ryder.’ She waits for Carolyn to come to the lectern and steps aside.”

“Carolyn congratulates Dennis on organizing his speech with a clear opening, body and close. She suggests that if he were to give the speech again, it would be even more effective if he took his hands out of his pockets so he could use them for gestures. She concludes by observing that Dennis has a great sense of humor and, because of it, his speech was exceptionally entertaining.”

“Beth returns to the lectern. ‘Next, evaluating Carol Maxwell’s speech, is Art Mercer.”

“Art states that the goal of Carol’s speech was to work with words. He says that in his opinion the words she used were creative, and that, by building vivid pictures in his head, she more than met the goal. He suggests that for her next speech, she work on making more contact with the audience, and wraps up by saying that in addition to colorful words, her speech touched him by conveying a message he will remember for a long time.”

“Beth returns to the lectern. ‘And now, to give the Timer’s report, Cheryl Allen.”

“Cheryl presents a crisp report: ‘The Jokemaster took 1 minute 23 seconds and the Word master used 45 seconds. Ralph Greene’s ‘TV in the Courtroom’ table topic ran slightly over target at 3 minutes 3 seconds. Barbara Brown’s ‘Lady President’ topic was on target at 2 minutes 4 seconds. Dennis’ ‘Liver and Onions’ speech was 6 minutes 11 seconds and Carol’s ‘Serengeti’ speech was 8 minutes even. Each of the evaluations took 3 minutes and 10 seconds.”

“Beth then calls upon the Grammarian/ah counter, Barry Gold.”

“Barry says that Ralph, Barbara and Dennis each said one ‘ah’. Dennis, being a new Toastmaster, said ten ‘ah’s’. Susan used ‘gonna’ and ‘wanna’ several times; Barry sentences her to listen to an old Nat King Cole record five times to improve her diction.”

“Finally, Beth gives the General Evaluator’s report. She says that the meeting started five minutes late and recommends that the meeting be started on time even if only three people are in the room. She congratulates the Toastmaster on keeping his remarks between speakers brief. Finally, Beth suggests that for advanced speeches such as Carol’s, the club consider having group evaluation’s.”

**Toastmaster:** “Thank you Beth, for a crisp and well-focused evaluation. And thank you fellow Toastmasters and guests. This concludes today’s meeting.”