

OTHER INFORMATION SOURCES

Blue New Member Orientation Manual – the page entitled, “Description of Some Meeting Functions”

OVERVIEW

The Inspirational Quote provides the meeting with a quote that he/she finds inspirational and hopes will inspire the attendees. This is essentially a condensed version of a prepared speech and is an opportunity to get a feel for speaking in front of the club. You will be introduced by the club President, make your speech and return the meeting to the President.

IMPORTANT

For ALL functions, including being a Speaker, when you accept performing a meeting function you accept being responsible for your part of the meeting running smoothly.

If for some reason, you can not perform your function for a meeting, find a replacement early enough so that the meeting can run smoothly and inform the TM, GE, and TT Master ASAP.

If after your efforts, you can not find a replacement, inform the TM, GE, and TT Master ASAP.

BEFORE THE MEETING:

Find a quote that inspires or moves you. Be sure to include the source of your quote.

Ideally, it should be one you are able to comfortably present the in 2 minutes or less. This is not absolute.

If you have time, memorize the quote, so you won't have to refer to notes. If you are unsure as to whether or not you will remember the quote, or if it is too long, feel free to bring your notes to the lectern.

DAY OF THE MEETING

BEFORE THE MEETING STARTS

Be sure you are early to the meeting (ideally 10 minutes).

Let the President and Toastmaster of the Meeting know you are here.

DURING THE MEETING

The President will introduce you.

Walk to the lectern, shake hands with the President

Note: Shaking hands at the lectern is a transfer of control of the meeting. Be sure this is done in full view of the audience with nobody's back to the audience.

Thank the President

Give your inspirational item:

Ex: "My inspirational item for this evening is a quote from Benjamin Franklin's Bon Homme Richard. A penny saved is a penny earned."

Turn and say something like:

"Now I return control to the President." or "Back to you Mr./Ms. President."

When the President arrives at the lectern, shake the President's hand, and return to your seat.