

SERGEANT AT ARMS

The Sergeant at Arms sets up the meeting room, greets guests, and opens the meeting. Here is a sample script for opening the Toastmasters meeting.

[Step confidently to the lectern at the front of the room. Smile, look at the audience, rap the gavel twice to get everyone's attention, then proclaim:]

Good afternoon [morning, evening], fellow Toastmasters and distinguished guests.

[Place the gavel on the lectern.]

Welcome to _____ Toastmasters.

[If this is a speech contest or other special meeting, say that instead of "usual meeting".]

[If the meeting is being held in a different location, omit "in our usual spot."]

I am _____, the Sergeant at Arms for the club.

Please silence cell phones. (Safety items, exits, restrooms)

Pledge of Allegiance, Invocation if used.

Please help me welcome the Toastmaster of the Day

Or President , _____.

[lead the applause; shake hands with the Toastmaster, and take a seat.]

[This format assumes that the Toastmaster of the Day conducts the meeting. The business portion, if any, be at the end of the meeting and will be run either by the Toastmaster of the Day or the President – as the club decides. Some clubs have the Toastmaster of the Day run the business meeting to gain additional experience.]