PERTH SPEAKERS CLUB

CHAIRPERSON'S PACK

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CONGRATULATIONS AND THANK YOU FOR TAKING ON THE ROLE OF CHAIR FOR OUR CLUB MEETING.

AS CHAIRPERSON, YOU ARE ENTIRELY RESPONSIBLE FOR THE CONTENT AND FORMAT OF THE TRAINING SESSION.

YOU CAN DO THIS IN ANY WAY THAT YOU DESIRE AND CHANGE ANY PART OF THE EVENING THAT YOU FEEL.

IT MAY GIVE IT A MORE PERSONALISED FEEL, GIVE IT A WHIRL.

PHONE ALL YOUR PARTICIPANTS AT LEAST A WEEK BEFORE THE EVENT, AND MAKE SURE THEY ALL KNOW WHAT WILL BE EXPECTED OF THEM.

IN ADDITION CONSULT WITH THEM CONCERNING THEIR INTRODUCTIONS AND FIND MATERIAL THAT WILL BE OF INTEREST TO YOUR AUDIENCE. YOUR MAIN PARTICIPANTS WILL BE

MAIN SPEAKERS: YOU WILL NEED TO KNOW THE ASSIGNMENT, THE TITLE, HOW LONG THEY WILL BE SPEAKING FOR,

AND ALSO ADDITIONAL PERSONAL MATERIAL FOR THEIR INTRODUCTION.

EVALUATORS: IT WOULD BE NICE IF YOU DID HAVE FOR THEM THE AS· SIGNMENT AND TITLE OF THE SPEECH THEY WILL BE EVALUATING.

INTRODUCTIONS FOR EVALUATORS ARE NOT ALWAYS NECESSARY.

TIME·KEEPER: DOES NOT REALLY REQUIRE AN INTRODUCTION BUT MAKE SURE THEY KNOW HOW THE STOPWATCH WORKS

GENERAL EVALUATOR: WILL REQUIRE AN INTRODUCTION AND ALSO A COPY OF THE PROGRAMME\* , (OPTIONAL)\*

TOPICS MASTER: WILL ONLY REQUIRE AN INTRODUCTION

GOOD LUCK AND PLEASE ENJOY YOUR EVENING.

CHAIRPERSON’S NOTES:

ARRIVE EARLY ON THE EVENING AND MAKE SURE THAT THE ROOM IS SET OUT TO YOUR LIKING

MAKE SURE THE LIGHTS ON THE LECTERN ARE WORKING, ALL PARTICI­PANTS ARE HAPPY AND KNOW WHAT THEY ARE DOING

WELCOME EVERYONE AND ESPECIALLY ANY GUESTS THAT MAY BE PRE­SENT

OPENING REMARKS: GIVE A BRIEF RESUME' OF THE EVENING AND POINT OUT THE MAJOR PLAYERS, ESPECIALLY

WHO WILL BE EVALUATING WHO? WHO IS DOING WHAT?

RUN THROUGH THE LIGHTING SYSTEM

MOST SPEECHES WILL LAST FOR BETWEEN 6-8 MINUTES, SO THE LIGHTS WILL BE AS FOLLOWS

GREEN AT 5MNS AMBER AT 6MNS RED AT 7MNS - RED LIGHT GOES OUT AT 8MNS

IF SPEECHES ARE LONGER OR SHORTER ADJUST ACCORDINGLY

EVALUATIONS ARE USUALLY FOR THREE MINUTES

GREEN AT 2MNS AMBER AT 2- HALF MNS RED AT 2- THREE QUARTERS RED LIGHT OUT AT 3MNS

FINALLY MAKE SURE THERE ARE NO QUESTIONS FROM THE FLOOR •••• AND PROCEED WITH YOUR EVENING

SPEAKER.1 ASSIGNMENT. NOMINATED TIME. GENERAL INFO

SPEAKER.2 ASSIGNMENT. NOMINATED TIME. GENERAL INFO

SPEAKER.3

ASSIGNMENT.

NOMINATED TIME.

GENERAL INFO

SPEAKER.4

ASSIGNMENT.

NOMINATED TIME.

GENERAL INFO

AT THE CONCLUSION OF ALL THE SPEAKERS PLEASE ASK THE TIME KEEPER FOR A REPORT OF THE TIMES

EVALUATORS-

SPEAKER.1 WILL BE EVALUATED BY

SPEAKER.2 WILL BE EVALUATED BY

SPEAKER.3 WILL BE EVALUATED BY

SPEAKER.4 WILL BE EVALUATED BY

AFTER THE FINISH OF ALL THE EVALUATIONS WILL BE A GOOD TIME TO TAKE A BREAK - ASK THE TOPICS MASTER

IF THEY WISH TO SAY ANYTHING BEFORE THE BREAK - ALLOW ABOUT 15MNS FOR A BREAK AND INDICATE THE TIME YOU WOULD LIKE EVERYONE TO BE BACK IN THEIR SEATS BY.

RESTART THE EVENING AND INTRODUCE THE TOPICS MASTER

TOPICS-MASTER

HAND OVER CONTROL OF THE EVENING TO THE TOPICS MASTER

AFTER ALL THE TOPICS - TAKE BACK CONTROL OF THE MEETING FROM THE TOPICS MASTER

INTRODUCE THE GENERAL EVALUATOR

GENERAL EVALUATOR.

THANK ALL YOUR PARTICIPANTS FOR THEIR EFFORTS AND MAKE ANY CLOSING COMMENTS BEFORE HANDING BACK

TO THE PRESIDENT

RELAX!

TIMEKEEPERS REPORT

THANK YOU FOR BEING OUR TIMEKEEPER TONIGHT - PLEASE MAKE SURE ALL THE LIGHTS AND STOPWATCH ARE WORKING

THE LIGHTS ARE AS FOLLOWS:

MOST SPEECHES WILL LAST FOR BETWEEN SIX TO EIGHT MINUTES

SO THE LIGHTS WILL BE GREEN AT FIVE MINUTES - AMBER AT SIX MIN¬UTES - RED AT SEVEN MINUTES

AT EIGHT MINUTES THE RED LIGHT WILL GO OUT

IF THERE IS ANY UNUSUAL TIMES THE CHAIRPERSON WILL INFORM YOU OF ALTERNATE LIGHTING

SPEAKER. 1 NOMINATED TIME

TIME TAKEN

SPEAKER.2 NOMINATED TIME

TIME TAKEN

SPEAKER.3 NOMINATED TIME

TIME TAKEN

SPEAKER.4 NOMINATED TIME

TIME TAKEN

EVALUATIONS.

MOST EVALUATIONS LAST FOR THREE MINUTES SO THE LIGHTING WILL BE -

GREEN AT TWO MINUTES - AMBER AT TWO AND A HALF MINUTES - RED AT TWO AND THREE QUARTER MINUTES -

AT THREE MINUTES THE RED LIGHT WILL GO OUT

EVALUATOR. 1

EVALUATOR.2

EVALUATOR.3

EVALUATOR.4

TOPIC-TAKERS

MOST TOPICS CAN LAST FOR TWO MINUTES, BUT THIS CAN VARY AC¬CORDING TO TOPICS MASTERS, PLEASE CHECK

NORMAL TOPICS WILL BE AS FOLLOWS

GREEN LIGHT AT ONE MINUTE - AMBER AT ONE AND A HALF MINUTES -

RED AT TWO MINUTES

RED LIGHT WILL STAY TILL THE END OF THE TOPIC

TOPIC 1. 7.

 2. 8.

 3. 9.

 4.

 5.

 6.

YOU WILL BE ASKED TO GIVE A VOTE OF THANKS TO THE CHAIRPERSON AT THE END OF THE EVENING - THANK YOU

GENERAL EVALUATORS REPORT

DEAR \_\_

THANK YOU FOR TAKING ON THE ROLE OF GENERAL EVALUATOR WE WOULD LIKE YOU PLEASE GIVE US YOUR FEELINGS ABOUT TO¬NIGHT'S MEETING.

WE DO NOT NEED FOR YOU TO GO OVER THINGS WE HAVE ALREADY HEARD.

BUT HOW THE BUSINESS PART OF THE EVENING WENT, HOW DID THE EVALUATORS PERFORM,

DID YOU EN.JOY YOUR EVENING, AND HOW DO YOU FEEL THE CLUB IS RUNNING?

I HOPE YOU EN.JOY YOUR EVENING,

A COPY OF TONIGHT'S PROGRAMME IS ATTACHED

YOU WILL RECEIVE A SEPARATE SHEET FROM OUR TOPICS MASTER

BUSINESS SESSION / PRESIDENT

TRAINING SESSION *I* CHAIRPERSON

EVALUATORS *I* GENERAL COMMENTS

PERTH SPEAKERS CLUB

DATE.

CHAIRPERSON

SPEAKER No.1

SPEAKER No.2

SPEAKER No3

EVALUATOR No.1

EVALUATOR No.2

EVALUATOR No.3

TIMEKEEPER.

TOPICS-MASTER

GENERAL EVALUATOR