



Sergeant-at-Arms Script

We are going to start the meeting in 2 minutes (***make sure to time it***). May I request everyone to kindly turn your mobile device to silent mode.

Ladies and Gentlemen, Fellow Toastmasters, Distinguished Toastmasters and Friends of Toastmasters, a pleasant evening to all.

I am (***introduce your name***), and I will be your sergeant-at-arms tonight.

The Toastmasters club mission is to provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

I welcome you all to **Global Toastmasters Club, Club Number 3602, Area 63, Division L, District 79**. I now call this meeting to order (***slam two times on the gavel***).

A gentle reminder to everyone about the three topics that we should avoid when speaking in front. They are the SPR namely, SEX, POLITICS and RELIGION. Let us all be sensitive on these topics.

Our Presiding Officer is (***Describe the CLUB PRESIDENT or whoever is the PRESIDING OFFICER in your own words***)

Please help me welcome, **TM Pramod Kunnath**. (***Do not leave the podium immediately, wait for him to approach then handshake if possible***)