



SAA Script

Ghaziabad Toastmasters Club

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 dear guests *(if any are present)*.

[Place the gavel on the lectern.]

My name is Your Name , and I have the honor of serving as the Sergeant at Arms for today's meeting. As the Sergeant at Arms, I welcome you all to the Meeting No. th meeting of Ghaziabad Toastmasters Club. *(Speak clearly and with enthusiasm to set a positive tone.)*

Before we begin, I would like to share three ground rules that must be followed during the meeting:

1. Please turn off your mobile phones or set them to silent mode. *(Pause briefly to allow attendees to do so.)*
2. Refrain from discussing topics related to sex, religion, or politics. *(Maintain a neutral tone to ensure professionalism.)*
3. Kindly enter and exit the room only during applause to minimize disruptions. *(Glance around the room to ensure everyone is aware of this guideline.)*

Now, let's all recite the Toastmasters Club Mission together. Please repeat after me, line by line. *(Pause and ensure everyone is ready before proceeding.)*

The mission of a Toastmasters club...	<i>(Pause for the audience to repeat.)</i>
...is to provide a positive and supportive learning experience...	<i>(Pause.)</i>
...in which members are empowered...	<i>(Pause.)</i>
...to develop communication skills...	<i>(Pause.)</i>
...and leadership skills...	<i>(Pause.)</i>
...resulting in greater self-confidence...	<i>(Pause.)</i>
...and personal growth.	<i>(Pause and acknowledge participation with a nod or smile.)</i>

(Take a short pause before transitioning.)

Please welcome [say the name of the person on the agenda which is usually the Club President], our [insert role of the next person on the agenda].

[lead the applause; shake hands with the next person (usually Toastmaster or Club President), and take a seat.]