



Time allocation: 1-2 minutes

The point of a toast is to recognize, celebrate and share the moment with others, passing along good wishes. In the case of providing the Toast at a meeting, this means calling the members to raise their glasses and drink together to honour something, most often having to do with the meeting theme.

The meeting theme can be found on the roster sent out before the meeting.

This is a leadership role which requires public speaking and the ability to provide simple instructions to the audience- be sure to have a drink with you in advance.

You will provide a 1-2 minute structured speech with an opening, body and conclusion – ending with a ‘tag line’ (which will be repeated by everyone before taking a drink), and specific instructions of what you want the audience to do and say.

When you are ready for the audience to ‘stand’ say something like, “I invite you to stand with me with your glasses as we toast to ‘tag line’... repeat the tag line, then drink.. and then instruct everyone to be seated.

*For example, if the theme were **Seasons**, you may say “I invite you to stand with me and raise your glasses to “the sounds of summer”.... “the sounds of summer”, please be seated.*

Then, hand back to the toastmaster.

For online meetings – you may change your wording slightly to incorporate the online environment. For example: “please un-mute your microphone and raise your glasses with me to celebrate “the sounds of summer”.... “the sounds of summer”... you may re-mute your microphone”.