

**KAPOLEI TOASTMASTERS CLUB**  
**SPEAKER INTRODUCTION FORM**

**SPEAKER:**

(Your name)

**MANUAL:**

(That speech is taken from)

**SPEECH:**

(Project)

**PURPOSE:**

(Of your speech)

**TIME:**                    **minutes**

(Ex: 5-7 min)

**TITLE:**

(Give your speech a title)

**SETTING:**

(Optional – Ex: The setting is at a BBQ)

**Date:**

**Evaluator:**

*After completing this form, place it on the podium before the meeting begins.  
The TMOD will read the information to introduce your speech.*

*Before giving your speech, hand your manual to the person evaluating your  
speech, opened to the evaluation page. (It is best to do this before the start  
of the meeting.)*

*After you give your speech, ask your VPE to record your project completion  
in the back of your manual on page 78.*

*Congratulations! Speech well done!*