

Videographer

The aim of this role is to become more familiar with technology while having an opportunity to speak in the meeting.

TASKS	Done = √
PRIOR TO THE MEETING	
Prepare an explanation of your role for the beginning of the meeting. See the example introduction below.	
ON ARRIVAL TO THE MEETING	
Arrive in time to familiarise yourself with the camera so you're able to record each of the speakers.	
The camera equipment is your responsibility during the meeting. Do not leave it unattended for any reason.	
DURING THE MEETING	
When introduced by the meeting Toastmasters, explain your role	
<p>Example Introduction</p> <p><i>Shake the Toastmasters hand.</i></p> <p><i>Good evening Mister President, Mister/Madam Toastmaster, fellow Toastmasters and most welcome guests.</i></p> <p><i>My role this evening is as your meeting videographer.</i></p> <p><i>During the meeting, I will record the Table Topics session, speeches and evaluations.</i></p> <p><i>A link to the recordings will be posted up in our clubs private Facebook group.</i></p> <p><i>This provides you with the opportunity to review your own speech and the progress being made on your Toastmasters journey.</i></p> <p><i>If you'd rather your speech wasn't recorded, please let me know.</i></p> <p><i>Mister/Madam Toastmaster</i></p>	
End of Meeting	
Pack up the camera and tripod. Ensure the camera, tripod and log sheet are handed to Andy O'Sullivan.	

Session	Whom	Recorded (✓ X)
Table Topics	Record whole Table Topics session. Start / stop recording as the Table Topics Master shakes the meeting Toastmasters hand.	
Table Topics Evaluation	Start / stop recording as the Evaluator shakes the Toastmasters hand.	
1 st Speaker	Start / stop recording as the Speaker shakes the Toastmasters hand. The speech objectives are not required so do not record them.	
2 nd Speaker	Start / stop recording as the Speaker shakes the Toastmasters hand. The speech objectives are not required so do not record them	
3 rd Speaker	Start / stop recording as the Speaker shakes the Toastmasters hand. The speech objectives are not required so do not record them	
4 th Speaker	Start / stop recording as the Speaker shakes the Toastmasters hand. The speech objectives are not required so do not record them	
1 st Evaluator	Start / stop recording as each Evaluator shakes the Toastmasters hand.	
2 nd Evaluator	Start / stop recording as each Evaluator shakes the Toastmasters hand.	
3 rd Evaluator	Start / stop recording as each Evaluator shakes the Toastmasters hand.	
4 th Evaluator	Start / stop recording as each Evaluator shakes the Toastmasters hand.	
Grammarian Report	Start / stop recording as the Grammarian shakes the Toastmasters hand.	
General Evaluator	Start / stop recording at the General Evaluator shakes the Toastmasters hand.	
Awards	<p>Start recording as the club President starts to announce the winners of Best Table Topic, Speech and Evaluation.</p> <p>Stop when after the final award has been collected.</p> <p>If any new member certificates are awarded, start recording when the meeting President starts to introduce this section.</p> <p>Stop when after the final certificate has been collected.</p>	