

How to Announce Dignitaries

July 1, 2023

1. Recognize non-Toastmaster Dignitaries first (Government Official, Special Guest)
2. Next, if attending, announce Current International Officers or International Directors, Current Region Advisor, PAST International Officers and Directors, PAST Region Advisors and District Directors. Announce current leaders who are present, in order, working down from the District Director.
3. Only announce officers who are present. TIP: Assign a helper to confirm and highlight attendees. Check your registration list beforehand. On ZOOM: assign a Chat Master to greet guests, check the dignitary list and ask visiting dignitaries to identify themselves. Chat Master shares dignitary info with presiding officer.
4. Say the full designation, not the initials. (i.e. “Distinguished Toastmaster”) better than “DTM.” If a member has completed an entire Path, then list that path and use designation –(i.e. Presentation Master Level 5) better than PM5.
5. Before the event, confirm designations. TIP: You or someone else can use District Performance Reports – Educational Achievements - available at toastmasters.org.
6. Say the names loudly, clearly, and correctly! TIP: Ask the person how to say it!
7. Keep it moving! TIP: Practice beforehand to be professional and polished.
8. Wait for the applause to stop before you say the next name! TIP: If there are a lot of dignitaries, you may ask the audience to hold the applause until the end.
9. Announce in this order: Office, Designation, Name. Example: “Division B Director, Distinguished Toastmaster, Anita Della Croce”

10. Do NOT announce any dignitary who is competing in a contest.

11. TIP: If you are announcing a spouse or guest, don't hesitate when you say "AND his/her Guest" If the guest is a Toastmaster, announce their designation too. Example: Past District Director, Distinguished Toastmaster, Sherrie Parker AND her husband, Distinguished Toastmaster, Bill Parker"

12. If you miss a dignitary or they arrive late, announce them later. TIP: Say something like: "This dignitary deserves special recognition" or "I didn't see this dignitary earlier, and I don't want to miss the opportunity to acknowledge him/her!"