

NATIONAL FEDERATION OF YOUNG FARMERS' CLUBS

"How to" Guide – After Dinner Speaking

Status DRAFT
FEB 2016
CW

1.1. **The Panel** made up of two teams – shown as two different shapes/colours (*seating order is a suggestion*)



1.2. **Format**

Timing	Respondent on behalf of Visitors	Speaker	Chair	Respondent to Speaker	Proposer to Visitors
Start			Welcome & introduction of Speaker (approx. 2 minutes)		
02:00		Speaks on subject & proposes the toast (6 minutes)			
08:00			Thanks Speaker & introduce Respondent to Speaker (approx 1 minute)		
09:00				Responds to Guest Speaker (6 minutes)	
15:00			Thanks Respondent to Speaker & introduces Proposer to Visitors (approx 1 min)		
16:00					Summarises & thanks Visitors with a toast (4 minutes)
20:00			Thanks Proposer to Visitors & introduces Respondent on behalf of Visitors (approx. 1 min)		
21:00	Summarises & thanks Proposer to Visitors & host organisation (4 minutes)				
25:00			Summarises & thanks top table & closes the speeches (approx. 2 mins)		
27:00			END		

1.3. **Role descriptions**

Chair:

The Chair ensures the speeches flow and are to decent time.

(No time penalties can be given to the Chair but they should stick to approximate timings on grid.)

- You will have an air of authority – but keep the panel and audience relaxed, remaining in control and attentive throughout the dinner
- In your introduction you have 2 minutes to set the scene for the audience – the event they are attending and why
- Briefly introduce yourself and the speakers in order explaining who they are and make them feel welcome
- Work out a skeleton introduction for your Speaker – make them sound as interesting as possible
- Use humour if you would like to but your role is the ‘Master of Ceremonies’ keeping the dinner guests involved and informed
- Introduce each speaker in turn, thanking them with a brief comment when they finish
- Add your final comments and formally close the speeches for the evening. Can make comment on the rest of the evening and wish them well on their journey home later

Speaker:

The Guest Speaker has 6 minutes to talk and propose the main toast. (Time penalties if go over time)

- You are a member of an outside organisation invited to give a speech about your work/ achievements/ organisation to the host organisations dinner guests
- Try and talk about a subject that you are interested in
- Keep the wording of your speech simple and natural as if in conversation
- Allow as much of your personality to show as possible – give ideas, opinions and views
- The speech should be a mixture of humour and fact where possible
- Thank the host organisation, try and comment on the work of the host organisation and how it links to your own, congratulate them on their achievements and personal contributions
- End your speech with the toast

Respondent to the Speaker:

The Respondent to the Speaker has 6 minutes to talk. (Time penalties if go over time)

- You are a member of the host organisation – hosting the dinner
- Work out a skeleton speech beforehand so you will have a rough idea of what you are going to say
- You want to talk about your organisation and what you have done and any future plans
- Show that you have listened to the guest speaker by referring to their speech in yours and compare or contrast organisations where possible
- Thank the guest speaker for their speech briefly



Proposer to the Visitors:

The Proposer to the Visitor has 4 minutes to talk. (Time penalties if go over time)

- You are from the host organisation and a visitor is anyone who is not a member of your organisation in the room (not just the top table guests)
- Similar to respondent to speaker you want to have a skeleton speech that you can then add in references to both previous speakers
- You can reference individual visitors in your speech (can be made up visitors) mentioning for example how they link with your organisation
- Finish your speech with a toast to the visitors

Respondent on behalf of the visitors:

The Respondent on behalf of the Visitors has 4 minutes to talk. (Time penalties if go over time)

- You are a visitor to the dinner as a guest and will have a connection to the host organisation
- You are speaking on behalf of all the visitors present at the dinner (not just the top table guests)
- Similar to proposer to the visitors you want to have a skeleton speech about your organisation and your links with the hosts and then reference other visitors and their links (can make up visitors and links)
- You want to reference the guest speech briefly and any links
- Thank the proposer to the visitors for their kind words and toast
- Thank the host organisation for their hospitality, the venue, food and the speakers.

1.4. **Example Toast**

Event: Supermarket Retailers Association Awards Dinner (Chairman, Respondent to the Speaker and Proposer to the Visitors are members of the Supermarket Retailers Association).

Toast: (Made by the Speaker) “Stack it high, sell it cheap” (Speaker and Respondent on behalf of the Visitors are not members of the Supermarket Retailers Association but from a similar organisation that have been invited as guests, the organisation they are from is chosen by the Speaker and Respondent on behalf of the Visitors).

1.5. **Pre-competition time (30 mins)**

- Chairman – needs to gain information about every speaker in order to introduce them
- Speakers may share information about their speeches/characters if they so wish
- Run through of speeches is a good use of time

Note: sharing information is usually beneficial to both parties

