



Guild of International  
Professional Toastmasters

*Vince Hawkes*

F.G.Int.P.T.



Toastmaster & Master of  
Ceremonies

☎ 01279 461322

☎ 07712 529993 ✉ [enqs@vincethetoastmaster.co.uk](mailto:enqs@vincethetoastmaster.co.uk)



<https://www.vincethetoastmaster.co.uk>

### **What does a Toastmaster actually do?**

A Toastmaster is not just someone in a red coat who introduces the guests to each other & announces the speakers. From the time they arrive at a function, usually two hours before any of the guests, they will coordinate with the wedding planner, if appointed, to confirm their duties & make sure that all the arrangements are in place to enable the event to proceed free of any problems. This allows you to sit back & enjoy your special day without any stress.

The Toastmaster liaises with all staff at the function to ensure that guests are not called to the table before the meal is ready to be served, that advice is given to the organisers in respect of the usual or normal procedures & that certain formalities are observed – if that is the organisers wishes. If they do not wish to observe all the usual recognised procedures then the Toastmaster will help to achieve your aims in your own way. It is your big day; our mission is to ensure that you enjoy every bit of it!

You do not need to hold your event at a stately home or palace to require the services of a Toastmaster. Any event, in any size of venue will benefit from the assistance & guidance that will be given by a fully trained & experienced Member of the Guild of International Professional Toastmasters.

### **Some of the events in which Toastmasters officiate.**

Weddings of several cultures, Civic Dinners, Masonic Ladies' Festivals, Rotary & Round Table Dinners, Bar & Bat Mitzvahs, Burns Night Suppers, Livery Companies, Banquets & Balls, Company Dinners, City of London Events, Award Ceremonies & Celebrant Celebrations.

## **It is your big day – so why leave it to chance?**

It is going to be one of the most memorable days of your life & even if you are counting the pennies it is going to be worth appointing a qualified Toastmaster to ensure that everything possible will be done to make it memorable for all the right reasons.

In respect of weddings, for example, there are a hundred & one things to remember on the day & if you are the Bride or Bridegroom, their parents or the best man, you should not have to worry about the organisation of the event as well as keeping your guests happy on your big day. You only have one chance to get it right!

Your Toastmaster is only a phone call or email away for advice before the event. They will arrive at the venue well before your guests arrive in order to go through the arrangements with the banqueting or catering staff & event organiser. They will take instructions & confirm certain procedures for the event upon your arrival & will ensure that everything is in the right place at the right time until concluding their duties. Speakers will be made to feel comfortable & right prompts will be given at the right time whenever required. An additional skill I have is 'Sabrage' – the opening of champagne with a sabre, for some added sparkle!

All Members of the Guild of International Professional Toastmasters have gone through a rigorous training programme & have proven to Examiners of the Guild that they are competent, before being admitted as Members & earning the title 'Fellow.' The Guild's founder & former President, the late Ivor Spencer, M.B.E., D.L., was one of the country's leading Toastmasters. Ivor officiated at well over 1000 Royal events & was well known by some of the world's top entertainers, politicians & leaders of commerce & community. Ivor's example, still to this day, gives the Guild its professionalism & all Members are trained to that high standard to maintain that reputation.

Despite the pedigree, the cost of employing your own Toastmaster for the day is a modest additional amount on top of your other costs. The comments, 'Thank God you are here' or 'I don't know how we would have coped without you' are what Guild Members hear regularly when officiating. I can only hope you consider the cost for a worry-free event the best investment you have made.

I sincerely wish you the most enjoyable occasion & much joy for the future.

 - F.G.Int.P.T.  
Vince the Toastmaster

**Your solution to a memorable day!**

## How do I employ a Toastmaster?

It is never too soon to book your Toastmaster. It is not unusual for an appointment to be accepted two years ahead of the event. As soon as you have booked the date & venue, contact me by phone, email or via my website. Leave me a message if I am not available & I will get back to you as soon as possible.

I will need to know some general details for the booking, which are on the reverse of this page, in order for me to quote you a price. Once the price is agreed, I will send you a completed booking form by either email or post, which will contain the details, the price & payment methods. If you are in agreement then sign the form, pay the deposit & return it to me. Your date will be secured.

Confirmation of the appointment will be made within 7 days & I will send you a copy of the booking agreement also signed by me for your records. From that point onwards I will be available for you to contact for any help, as giving assistance & advice is part of the service you are paying for. No query is too small if it helps you to organise your big day in a professional manner, which your guests will remember with pleasure for a long time.

With regards to wedding bookings, I will contact the Bride or Bridegroom, by phone or in person, three weeks preceding the wedding to talk through the arrangements for the day. These details include names of speakers, how people will be addressed, whether gifts & flowers will be handed out & a hundred & one things that you may not have considered.

It is usual for the person arranging the wedding to organise a meal for the Toastmaster, which is taken on a separate table (usually close to the top table). This enables the Toastmaster to be on call throughout the event should the Bridal party require assistance. I am therefore always at hand to ensure that any problem is overcome before it starts to spoil the occasion.

I do hope I have the very great pleasure of assisting you with your plans. I am more than just a man in a red coat, I am your solution to a memorable day!

Should I already be engaged on the date of your event, I will use my best endeavours to find another Member of the Guild of International Toastmasters to officiate.



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# Vince Hawkes - F.G.Int.P.T.

## Vince the Toastmaster

As your Professional Toastmaster / Master of Ceremonies my services begin from the moment I am booked, with advice, assistance with speech writing & sourcing suppliers in the industry. On the day my duties will include:

Coordinating with the event & banqueting staff to ensure the needs of you & your guests are met.

Receive your guests upon their arrival.

Assist everyone involved in your day to perform to their best ability.

Ensure everything runs in accordance with your requirements & wishes.

Offer assistance to your photographer & videographer to organise guests.

Upon request, organise a receiving line to introduce your guests to their Hosts.

Organise your guests to ensure they are seated at the appropriate time for their meal.

At your wish, say Grace before the meal or introduce another to perform this duty.

Sabrage - the ceremonial technique of opening a champagne bottle with a sabre

Introduce those delivering speeches & assist with any presentations.

Announce the cutting of the celebration / wedding cake & coordinate with the photographer.

Arrange for the Banqueting Suite to be cleared following the meal in preparation for entertainment.

Provide an additional 'Sparkle' to your day, ensuring it is conducted with dignity & authority, without be overbearing.

**I'm more than a man in a Red Coat –  
I'm your solution to a memorable day!**

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[www.vincethetoastmaster.co.uk](http://www.vincethetoastmaster.co.uk)

FB & Instagram @vincethetoastmaster



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