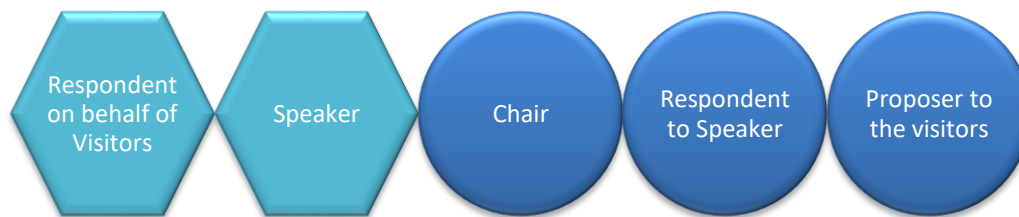




## NATIONAL FEDERATION OF YOUNG FARMERS' CLUBS "How to" Guide – After Dinner Speaking

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 (maximum 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 for formal structure

#### **Chair:**

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

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

- A formal role that should be dressed accordingly
- 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 him/her 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 him/her with a brief comment when he/she has finished
- Add your final comments and formally close the speeches for the evening. Make some comment on the rest of the evening and wish everyone well on their journey home later.

#### **Speaker:**

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

- A role that has flexibility to be informal
- You are a member of an outside organisation invited to give a speech about your work/ achievements/ organisation to the host organisation’s 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 speak. (Time penalties if over time)

- A formal role that should be dressed accordingly
- You are a member of the host organisation – hosting the dinner
- Work out a skeleton speech beforehand so that 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 his/her speech in yours and compare or contrast organisations where possible
- Thank the guest speaker for his/her speech briefly.

#### **Proposer to the Visitors:**

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

- A formal role that should be dressed accordingly

- 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 the respondent to the speaker you must have a skeleton speech into which you can then add references to both previous speakers
- You can refer to 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 speak. (Time penalties if over time)

- A formal role that should be dressed accordingly
- 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)
- Similarly to the proposer of the Visitors, you must have a skeleton speech about your organisation and your links with the hosts and then refer other visitors and their links (you can make up visitors and links)
- You want to refer to 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 (Chair, 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)**

- Chair – 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*