

CONQUERORS GUIDE TO DELIVERING THE INVOCATION AND PLEDGE

Before the Meeting:

1. Confirm your attendance at meeting when you receive email/phone call from Toastmaster.
2. If you can't attend, locate a replacement, and advise the Toastmaster who it is.
3. Prepare your invocation. Considerations for this are:
 - a. The theme for the invocation may be motivational, inspirational, or spiritual. If spiritual, it is best to choose a theme that spans across the major religions, as our club has members of many faiths. Examples of such themes are humility, service to others, charity, good deeds, wonder at the miracle of creation, reverence for life, and compassion.
 - b. The invocation is fairly brief, usually no longer than one minute.

Monday Before Leaving For the Meeting:

1. Assemble your prepared invocation (or book if you are reading from something) and take with you to the meeting.

Monday shortly before the meeting:

1. Arrive by 6:20. Your part is right at the beginning of the meeting, so you must be early.
2. Advise the Toastmaster you are present and ready to serve.
3. Advise the Sergeant-At-Arms, who will be introducing you, that you will be performing the invocation and pledge.
4. Take your seat. There is no special seat for the Invocation and Pledge, you may sit anywhere in the room not reserved for another functionary or meeting participant.
5. Remove from your pockets any objects that might make a noise (e.g., coins) or a visible bulge.
6. Locate the flag. For a person in the audience looking at the lectern, the flag staff should be to the left of the lectern (for a speaker at the lectern, to the speaker's right—that is, in the place of honor at the right of the speaker). If you realize the flag has been placed in the wrong place, consult with the Toastmaster and Sergeant-At-Arms regarding placing it in the correct place, if time is available.
7. Make sure your clothes are in order for speaking at the lectern (e.g., tie straight, coat collar not standing up, buttons buttoned, crumbs flicked off).

At the beginning of the meeting:

1. The Sergeant-At-Arms will open the meeting.
2. You will be the first person the Sergeant-At-Arms introduces. Thus, as soon as the Sergeant-At-Arms begins banging the gavel, make any last minute adjustments to your clothing that are necessary. Grab your notes, or book for a reading, and place in your left hand (NOT your right).
3. When you are introduced, walk up to the lectern and shake the Sergeant-At-Arms' hand with your right hand.
4. Place your notes or book on the lectern. Face the audience.
5. Deliver your invocation.
6. Once the invocation is done, pause briefly, then state: *"And now, please stand and face the flag for the Pledge of Allegiance."*
7. Face the flag (which you have previously located).
8. Place your right hand over your heart.
9. Lead the meeting in the Pledge of Allegiance.
 - a. The pledge should be delivered respectfully. This means that you lead the meeting stating the pledge at a normal speaking speed (many people rush through it, which is not dignified); in a loud and firm voice; and with brief pauses after each line. You have the microphone, so do not allow audience members to rush the delivery of the pledge.

b. The pledge, with line breaks to indicate the typical places to pause, is:

*I pledge allegiance
to the flag
of the United States of America
and to the republic
for which it stands
one Nation
under God
indivisible
with liberty
and justice
for all.*

10. Upon conclusion, state: "*Please be seated. And now, please welcome back to the lectern our Sergeant-At-Arms, _____.*"
11. Take your book or notes into your left hand.
12. Shake the Sergeant-At-Arms' hand with your right hand before leaving the lectern.
13. Go directly back to your seat, taking your book or notes with you.

YOU ARE DONE!