

**Agenda**

• **President:**

1. Call meeting to order
2. The thought of the day will be given by \_\_\_\_\_.
3. Introduce guests
4. Introduce Toastmaster \_\_\_\_\_

GUEST NAMES
1.
2.
3.
4.

• **Toastmaster:**

**Introduction of Evaluation Team**

5. The General Evaluator is \_\_\_\_\_. Please give a short description of your role.
6. The Timer is \_\_\_\_\_. Please give us the timing requirements.
7. The Ah Counter/Grammarian is \_\_\_\_\_. Please give a short description of your role.
8. The WordMaster is \_\_\_\_\_. Please introduce the word of the day.

**Speaker Portion of the meeting**

9. Use introductions that the speaker(s) provided you before the meeting. Introduce the speakers and mention who is evaluating them.
10. After all speakers finish, ask Timer if speaker(s) qualified.
11. Ask everyone to vote for best speaker and pass votes to Ballot Counter.

**Table Topics Portion of the meeting**

1. The Table Topics Master is \_\_\_\_\_. Please start us with table topics and give us a short instruction of your role.
  1. Table Topics Master to give the topic to everyone, and then picks members to speak.
  2. At the finish of all Table Topics, ask Timer \_\_\_\_\_ if speakers qualified.
  3. Ask everyone to everyone to vote for best Table Topics speaker and pass votes to Ballot Counter.
  4. Table Topic Master then returns control to the Toastmaster \_\_\_\_\_.

**Evaluation Portion of the meeting**

1. Ask the General Evaluator \_\_\_\_\_ to come and conduct the evaluation portion of the meeting.
  1. General Evaluator asks the speech evaluators to come to the lectern to evaluate the speakers.
  2. At the finish of the evaluations ask Timer if evaluators qualified.
  3. Ask everyone to everyone to vote for best evaluator and pass votes to Ballot Counter.
  4. Ask for the Ah Counter/Grammarian report.
  5. Ask for the WordMaster's report.
  6. Give a general evaluation of the meeting; evaluate the evaluators, in particular.
  7. General Evaluator then returns control to the Toastmaster \_\_\_\_\_

**Toastmaster finishes up meeting**

1. Presents awards: Best Speech today goes to \_\_\_\_\_. Best Evaluator goes to \_\_\_\_\_. Table Topics award goes to \_\_\_\_\_.
2. Returns control to President.

• **President :**

1. Asks VP of Education to fill roles for the next meeting and report on education status.
2. Thanks guests, asks for comments and announces any club news before adjourning the meeting.