

Sample Agenda



Sample Agenda for a One-Hour Club Meeting

TIME	ACTIVITY
00:00	PRESIDENT Call meeting to order Invocation/Pledge (optional) Introduce guests Introduce Toastmaster
00:05	TOASTMASTER Introduce Ah-Counter, grammarian, general evaluator, timer, etc.
00:10	TOASTMASTER Introduce Speaker #1 Manual speech Introduce Speaker #2 Manual speech Introduce Topicsmaster
00:26	TOPICSMASER Explain Table Topics and theme Conduct Table Topics session Return control to Toastmaster
00:43	TOASTMASTER Introduce general evaluator
00:45	GENERAL EVALUATOR Call for reports: Speech evaluators Timer Grammarian Ah-Counter Make general comments on meeting Leader evaluators Return control to Toastmaster
00:55	TOASTMASTER Present awards Return control to president
00:57	PRESIDENT Thank guests for attending and allow them to comment if they wish to do so. Closing comments
01:00	ADJOURN

*Please Note: The pledge of allegiance
and invocation are at the club's option.*

Sample Agenda for a One-Hour Meeting that Includes a Success/Communication or Success/Leadership Program

TIME	ACTIVITY
00:00	PRESIDENT Call meeting to order Invocation/Pledge (optional) Introduce guests Introduce Toastmaster
00:05	TOASTMASTER Introduce Ah-Counter, grammarian, general evaluator, timer, etc.
00:10	TOASTMASTER Introduce Speaker #1 Manual speech Introduce Speaker #2 Manual speech Introduce Coordinator
00:26	COORDINATOR Conduct portion of Success/ Leadership program "Parliamentary Procedure in Action." Return control to Toastmaster
00:43	TOASTMASTER Introduce general evaluator
00:45	GENERAL EVALUATOR Call for Reports: Speech evaluators Timer Grammarian Ah-Counter Make general comments on meeting Leader evaluators Return control to Toastmaster
00:55	TOASTMASTER Present awards Return control to president
00:57	PRESIDENT Thank guests for attending and allow them opportunity to comment, if they wish to do so. Closing comments
01:00	ADJOURN

Sample Agenda for a Ninety-Minute Club Meeting

TIME	ACTIVITY
00:00	PRESIDENT Call meeting to order Invocation/Pledge (optional) Introduce guests
00:05	Conduct business meeting Call for reports: Secretary report Treasurer report Officers reports Unfinished business New business Introduce Toastmaster
00:20	TOASTMASTER Make Opening remarks Introduce timer, grammarian, Ah-Counter, general evaluator, etc. Introduce Topicsmaster
00:25	TOPICSMASTER Explain Table Topics and theme Conduct Table Topics session Return control to Toastmaster
00:39	TOASTMASTER Introduce Speaker #1 Manual speech Introduce Speech #2 Manual speech Introduce Speaker #3 Manual speech Introduce general evaluator
01:05	GENERAL EVALUATOR Call for reports: Speech evaluators Timer Grammarian Ah-Counter Make general comments on meeting Leader evaluators Return control to Toastmaster
01:18	TOASTMASTER Present awards Return control to president
01:25	PRESIDENT Thank guests for attending and allow them opportunity to comment if they wish to do so. Make closing comments
01:30	ADJOURN

Please Note: The pledge of allegiance and invocation are at the club's option.

Sample Agenda for a Two-Hour Meeting that Includes a Success/Leadership Program

TIME	ACTIVITY
00:00	PRESIDENT Call meeting to order Invocation/Pledge (optional) Introduce guests Introduce Toastmaster
00:05	TOASTMASTER Introduce Ah-Counter, grammarian, timer, general evaluator, etc. Introduce educational topic speaker Introduce Speaker #1 Manual speech Introduce Speaker #2 Manual speech Introduce coordinator
00:35	COORDINATOR Conduct portion of Success/Leadership program "The Art of Effective Evaluation"
01:00	Intermission
01:10	TOASTMASTER Introduce Topicsmaster
01:11	TOPICSMASTER Explain Table Topics and theme Conduct Table Topics session Return control to Toastmaster
01:25	TOASTMASTER Introduce general evaluator
01:26	GENERAL EVALUATOR Call for reports: Speech evaluators Timer Grammarian Ah-Counter Make general comments on meeting Leader evaluators Return control to Toastmaster
01:35	TOASTMASTER Present awards Return control to president
01:45	PRESIDENT Conduct business meeting Call for officer reports Unfinished business
01:55	PRESIDENT Thank guests for attending and allow them opportunity to comment if they wish to do so. Closing comments
02:00	ADJOURN