

# SCDTM TOASTMASTERS 2-SPKR MEETING AGENDA (Date: \_\_\_\_\_)

7:15 Sgt. at Arms opens meeting, introduces the President: \_\_\_\_\_

7:16 President opens the meeting, welcomes the guests and introduces the Inspirational Thought Person:  
\_\_\_\_\_

7:20 President introduces the Toastmaster: \_\_\_\_\_

7:21 Toastmaster introduces the theme of the meeting and introduces the following roles.

Wordmaster: \_\_\_\_\_

One Minute TM: \_\_\_\_\_

Humorist: \_\_\_\_\_

7:26 Toastmaster introduces the General Evaluator: \_\_\_\_\_

7:27 GE (General Evaluator) introduces the helpers and returns control to the Toastmaster.

Timer: \_\_\_\_\_

Ah Counter: \_\_\_\_\_

Grammarians: \_\_\_\_\_

Vote Counter: \_\_\_\_\_

Videographer: \_\_\_\_\_

7:29 Toastmaster introduces the speakers:

Speaker #1: \_\_\_\_\_

Which Pathways Path & Level; which Project? \_\_\_\_\_

Length of Speech: \_\_\_\_\_

Title of Speech: \_\_\_\_\_

Take a minute for members to offer feedback. Explain if needed how to get comments either directly to the speaker (via chat or printed slip), or to the Vote Counter, who will get them to the speaker.

Speaker #2: \_\_\_\_\_

Which Pathways Path & Level; which Project? \_\_\_\_\_

Length of Speech: \_\_\_\_\_

Title of Speech: \_\_\_\_\_

Take a minute for members to offer feedback.

7:45 Toastmaster has everyone vote for Best Speaker and pass their votes to the Vote Counter.

7:46 Toastmaster introduces the Table Topics Master: \_\_\_\_\_

Table Topics Master gives topics, calls on members/guests to respond.

8:08 Table Topics Master lists who gave topics, calls for vote on Best Table Topics Speaker, and pass their votes to the Vote Counter. Table Topics Master re-introduces the General Evaluator: \_\_\_\_\_

8:10 GE introduces the evaluators:

Evaluator #1: \_\_\_\_\_

Evaluator #2: \_\_\_\_\_

8:17 GE has everyone vote for Best Evaluator and pass their votes to the Vote Counter: \_\_\_\_\_

8:18 GE gives 3- to 5-minute evaluation of meeting.

8:23 GE calls on the helpers for their reports:

Timer: \_\_\_\_\_

Ah Counter: \_\_\_\_\_

Grammarians: \_\_\_\_\_

Wordmaster: \_\_\_\_\_

8:26 GE returns control to the Toastmaster.

8:27 Toastmaster calls on the Vote Counter \_\_\_\_\_ and hands out awards:

Best Table Topics Speaker: \_\_\_\_\_

Best Evaluator: \_\_\_\_\_

Best Speaker: \_\_\_\_\_

Toastmaster makes closing remarks and returns control to the President \_\_\_\_\_

8:29 President makes closing remarks, asks for announcements, and adjourns the meeting.

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