

SCDTM TOASTMASTERS 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: _____

7:25 Toastmaster introduces the General Evaluator: _____

7:26 GE (General Evaluator) introduces the helpers and returns control to the Toastmaster.

Timer: _____

Ah Counter: _____

Grammarians: _____

Vote Counter: _____

7:30 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.

7:48 Toastmaster has everyone vote for Best Speaker and pass their votes to the Vote Counter.

7:49 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 then returns control to the Toastmaster.

8:09 Toastmaster re-introduces the General Evaluator: _____

8:10 GE introduces the evaluators:

Evaluator #1: _____

Evaluator #2: _____

8:16 GE has everyone vote for Best Evaluator and pass their votes to the Vote Counter.

8:16 GE calls on the helpers for their reports:

Timer: _____

Ah Counter: _____

Grammarians: _____

Wordmaster: _____

8:20 GE gives 3- to 5-minute evaluation of meeting.

8:25 GE returns control to the Toastmaster.

8:25 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 _____

8:27 President makes closing remarks, asks for announcements, and adjourns the meeting.
