

# 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 Wordmaster, One Minute TM, and the Humorist.

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

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

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

7:25 Toastmaster introduces the General Evaluator: \_\_\_\_\_

7:26 GE (General Evaluator) introduces the helpers and then turns the meeting back to the Toastmaster.

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

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

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

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

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

7:30 Toastmaster introduces the speakers:

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

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

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

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

**\*\*Pass basket #1 around for comments starting at far left table\*\***

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

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

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

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

**\*\*Pass basket #2 around for comments starting at far left table\*\***

Speaker #3: \_\_\_\_\_

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

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

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

**\*\*Pass basket #3 around for comments starting at far left table\*\***

7:50 Toastmaster has everyone vote and pass their votes to the vote counter  
\_\_\_\_\_ and introduces the GE to introduce the evaluators.

7:51 GE introduces the evaluators:

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

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

Evaluator #3: \_\_\_\_\_

7:59 GE has everyone vote and pass their votes to the vote counter \_\_\_\_\_ and returns control of the meeting to the Toastmaster.

8:00 Toastmaster introduces the Table Topics Master: \_\_\_\_\_

8:15 Table Topics Master turns the meeting over to the GE.

8:15 GE has everyone vote for best table topics person and pass them to the vote counter \_\_\_\_\_

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

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

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

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

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

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

8:25 GE turns the meeting back to the Toastmaster.

8:25 Toastmaster calls on the vote counter \_\_\_\_\_ and hands out awards:

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

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

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

Toastmaster makes closing remarks and calls the President \_\_\_\_\_ back up.

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

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