

AGENDA

- 7:00 **PRESIDENT**
- Call meeting to order
 - Invocation and Pledge
 - Introduce guests
 - Introduce Toastmaster for the day
- 7:05 **TOASTMASTER**
- Introduce theme of the day
 - Introduce working members:
Timer, Ah Counter, General Evaluator, Topicsmaster (word of the day)
- 7:10 **TOASTMASTER**
- Introduce Speaker #1
Speaker's introduction – name, objectives, title
 - Allow audience a minute to write evaluations when speaker finishes
 - Introduce Speaker #2
(Same process as for Speaker #1)
 - Introduce Table Topics Master
- 7:25 **TOPICSMASTER**
- Explain Table Topics
 - Conduct Table Topics session
 - Return control to Toastmaster
- 7:35 **TOASTMASTER**
- Call for Timer report and Word of the day usage
 - Have members vote for best Table Topic speaker
 - Introduce General Evaluator
- 7:40 **GENERAL EVALUATOR**
- Introduce Speech evaluators one at a time
 - Make general comments on meeting – scorecard
 - Return control to Toastmaster
- 7:50 **TOASTMASTER**
- Call for Ah Counter report
 - Present Table-Topics award
 - Call for One-Minute Toastmaster (when scheduled)
- 7:55 **PRESIDENT**
- Thank guests for attending and allow them to comment (if they desire)
 - Review next week's schedule
 - Closing Comments

 - Adjourn