

Toastmaster's Agenda

| Time | <input checked="" type="checkbox"/> FUNCTIONARY / Action | Person Assigned | Notes |
|---------|---|-----------------|---|
| 7:00 pm | SERGEANT AT ARMS <input type="checkbox"/> Call meeting to order <input type="checkbox"/> Lead the Pledge of Allegiance, read the Club Mission Statement or Toastmaster's Promise <input type="checkbox"/> Introduce the Club President | | |
| 7:05 pm | CLUB PRESIDENT <input type="checkbox"/> Welcome any guests in attendance <input type="checkbox"/> Ask for any "Toastmasters Moments" <input type="checkbox"/> Introduce the Toastmaster | | |
| 7:10 pm | TOASTMASTER <input type="checkbox"/> Make opening remarks <input type="checkbox"/> Introduce the Wordmaster <input type="checkbox"/> Introduce the Grammarian <input type="checkbox"/> Introduce the Ah Counter <input type="checkbox"/> Introduce the Timer <input type="checkbox"/> Introduce the Topicmaster | | |
| 7:15 pm | TOPICMASTER <input type="checkbox"/> Explain Tabletopics <input type="checkbox"/> Conduct Tabletopics <input type="checkbox"/> Request a Timer's report <input type="checkbox"/> "Please vote for the best Tabletopics speech" <input type="checkbox"/> Return control of meeting to Toastmaster | | |
| 7:30 pm | TOASTMASTER <input type="checkbox"/> Introduce Speaker #1 <input type="checkbox"/> Ask Timer for one timed minute <input type="checkbox"/> Introduce Speaker #2 <input type="checkbox"/> Ask Timer for one timed minute <input type="checkbox"/> Introduce Speaker #3 <input type="checkbox"/> As Timer for one timed minute <input type="checkbox"/> Request a Timer's report <input type="checkbox"/> "Please vote for speaker who best met speech objectives" <input type="checkbox"/> Introduce General Evaluator | | Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No |