



# WORLD FAMOUS TOASTMASTERS

Club -----, Area -----, ----- Division, District 6, Region IV

<b>12:00</b>	<b>Call To Order – Sergeant at Arms</b> Welcome	
<b>12:02</b>	<b>Introduction s – Toastmaster</b> Introduce meeting theme Announce any agenda changes	<b>xxx</b>
<b>12:07</b>	<b>Announce Team Members &amp; Responsibilities – Toastmaster</b> General Evaluator introduce team The following people stand and explain their role: <ul style="list-style-type: none"><li>• Ah counter/Grammarian (introduce word of the day)</li><li>• Speaker Evaluator #1</li><li>• Speaker Evaluator #2</li><li>• Time Keeper</li></ul>	<b>xxx</b> <b>xxx</b> <b>xxx</b> <b>xxx</b> <b>xxx</b>
<b>12:12</b>	<b>Introduce Speaker #1 – Toastmaster</b> Speech # - Project Name, x-x min “Speech Title”	<b>xxx</b> <b>xxx</b>
<b>12:20</b>	<b>Introduce Speaker # 2 – Toastmaster</b> Speech # - Project Name, x-x min “Speech Title”	<b>xxx</b> <b>xxx</b>
<b>12:28</b>	<b>Introduce Table Topics – Toastmaster</b> Table Topics – Table Topics Master	<b>xxx</b> <b>xxx</b>
<b>12:38</b>	<b>Meeting and Speaker Evaluations – Toastmaster</b> <b>Evaluations – General Evaluator</b> <ul style="list-style-type: none"><li>• Speech Evaluation #1</li><li>• Speech Evaluation #2</li><li>• Timer’s Report</li><li>• Grammarian/Ah Counter’s Report</li><li>• General Meeting Evaluation</li></ul>	<b>xxx</b> <b>xxx</b> <b>xxx</b> <b>xxx</b> <b>xxx</b> <b>xxx</b>
<b>12:48</b>	<b>Closing Comments – Toastmaster</b> Closing Comments	<b>xxx</b>
<b>12:53</b>	<b>Closing Comments – President</b> Guest Comments, Questions Club Business Roles for Next Meeting	<b>xxx</b>

**Note: Speakers noted in bold will speak from the lectern.**

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