

Speech-a-Thon 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		
	<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 VERY BRIEF opening remarks		
	<input type="checkbox"/> Introduce Speaker #1		Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Ask Timer for one timed minute		
	<input type="checkbox"/> Introduce Speaker #2		Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Ask Timer for one timed minute		
	<input type="checkbox"/> Introduce Speaker #3		Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Ask Timer for one timed minute		
	<input type="checkbox"/> Introduce Speaker #4		Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Ask Timer for one timed minute		
	<input type="checkbox"/> Introduce Speaker #5		Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Ask Timer for one timed minute		
	<input type="checkbox"/> Introduce Speaker #6		Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Ask Timer for one timed minute		
	<input type="checkbox"/> Introduce Speaker #7		Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Ask 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" Pass to ballot counter		
	<input type="checkbox"/> Introduce Evaluator #1		
	<input type="checkbox"/> Introduce Evaluator #2		
	<input type="checkbox"/> Introduce Evaluator #3		
	<input type="checkbox"/> Introduce Evaluator #4		
	<input type="checkbox"/> Introduce Evaluator #5		
	<input type="checkbox"/> Introduce Evaluator #6		
	<input type="checkbox"/> Introduce Evaluator #7		
	<input type="checkbox"/> Request a Timer's report		
	<input type="checkbox"/> "Please vote for best evaluation"		
	<input type="checkbox"/> Introduce President		