

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		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"/> 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		