

Hutchinson Toastmasters II

Meeting Agenda

- 7:00 **Sergeant-At-Arms** Date: _____
(1 min) Call to order, lead Pledge of Allegiance Word: _____
Introduction of guests
Introduction of President
- 7:01 **President**
(5 min) Announcements and brief business meeting
Introduce Toastmaster: _____
- 7:06 **Toastmaster**
(5 min) Meeting Theme: _____
Warm up audience (using the Theme of the Day)
Introduce participants
Grammarians & "Ah & Um" Counter: _____ Word: _____
General Evaluator: _____ Topic Eval: _____
Timer: _____
Minutes: _____
Humorist & Vote Counter: _____
- 7:11 Evaluator #1/Objectives: _____ Speaker #1: _____
(20 min) Evaluator #2/Objectives: _____ Speaker #2: _____
- Call for Timer's Report on Speeches
Encourage members to vote on Best Prepared Speeches and complete comment forms
- 7:31 **Toastmaster / Table Topic Master**
(9 min) Request impromptu response from members with minor or no duties
Call for Timer's Report on Topics
Encourage members to vote on best Table Topic and complete comment forms
Introduce General Evaluator: _____
- 7:40 **General Evaluator**
(9 min) Introduce Evaluator #1: _____
Introduce Evaluator #2: _____
Call for Timer's Report on Evaluations
Call for Grammarian, "Ah & Um" counter's report: _____
Call on Word Usage report: _____
Provide an evaluation of the Table Topics presented
Give a brief evaluation of evaluators, and of the meeting
Return control to the Toastmaster: _____
- 7:49 **Toastmaster**
(2 min) Call on Vote Counter: _____
Present Best Prepared Speaker, Best Topic Presenter and Boner Award (by last recipient)
Give control to VP of Education & Training
- 7:51
(3 min) VP of Education & Training
Invite comments from guests
Review duties for next meeting and adjourn