

Hutchinson Toastmasters II  
Meeting Agenda

7:00 **Sergeant-At-Arms** Date: \_\_\_\_\_

(1 min) Call to order, lead Pledge of Allegiance  
Welcome and 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)  
Grammarian & "Ah & Um" Counter: \_\_\_\_\_  
Word of the Day: \_\_\_\_\_  
General/ Topic Evaluator: \_\_\_\_\_  
Timer: \_\_\_\_\_  
Minutes: \_\_\_\_\_  
Humorist & Vote Counter: \_\_\_\_\_

7:11 Evaluator #1 - Objectives: \_\_\_\_\_

(20 min) Speaker #1: \_\_\_\_\_

Evaluator #2 - Objectives: \_\_\_\_\_

Speaker #2: \_\_\_\_\_

Evaluator #3 - Objectives: \_\_\_\_\_

Speaker #3: \_\_\_\_\_

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:\_\_\_\_\_

Introduce Evaluator #3:\_\_\_\_\_

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

Boner Award (nominated 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