

# Hutchinson Toastmasters II

## Meeting Agenda

- 7:00 (1 min) **Sergeant-At-Arms** Date: \_\_\_\_\_  
Call to order, lead Pledge of Allegiance Word: \_\_\_\_\_  
Introduction of guests  
Introduction of President
- 7:01 (5 min) **President**  
Announcements and brief business meeting  
Introduce Tip of the Day: \_\_\_\_\_  
Introduce Toastmaster: \_\_\_\_\_
- 7:06 (6 min) **Toastmaster**  
Meeting Theme: \_\_\_\_\_  
Introduce participants  
Grammarians & "Ah & Um" Counter: \_\_\_\_\_ Word: \_\_\_\_\_ \*(post prior to mtg)  
General Evaluator / Topic Eval: \_\_\_\_\_  
Timer: \_\_\_\_\_  
Minutes: \_\_\_\_\_  
Warm up audience (using the Theme of the Day)  
Humorist & Vote Counter: \_\_\_\_\_
- 7:12 (22 min) Evaluator #1/Objectives: \_\_\_\_\_ 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
- 7:34 (11 min) **Toastmaster / Table Topic Master**  
Request impromptu response from members with minor or no duties or guests  
Call for Timer's Report on Topics  
Encourage members to vote on best Table Topic and complete comment forms  
Introduce Evaluator #1: \_\_\_\_\_
- 7:45 (11 min) **Evaluation**  
Introduce Evaluator #2: \_\_\_\_\_  
Introduce Evaluator #3: \_\_\_\_\_  
Introduce General Eval: \_\_\_\_\_  
Call for Timer's Report on Evaluations  
Provide an evaluation of the Table Topics presented  
Give a brief evaluation of evaluators, and of the meeting  
Call for Grammarian, "Ah & Um" counter's report: \_\_\_\_\_  
Call on Word Usage report: \_\_\_\_\_  
Call on Vote counter: \_\_\_\_\_  
Present Best Prepared Speaker, Best Topic Presenter and Boner Award (by last recipient)  
Invite comments from guests  
Give control to Next Week's Toastmaster \_\_\_\_\_
- 7:56 (3 min) **Next Week's Toastmaster**  
Review duties for next meeting and adjourn

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