

Toastmaster's Agenda

Time	<input checked="" type="checkbox"/> FUNCTIONARY / Action	Person Assigned	Notes
7:00 pm	CLUB PRESIDENT		
	<input type="checkbox"/> Call meeting to order		
	<input type="checkbox"/> Lead the Pledge / Mission of Club		
	<input type="checkbox"/> Welcome the guests		
	<input type="checkbox"/> Call for Toastmaster Moments		
	<input type="checkbox"/> Introduce Toastmaster		
7:08 pm	TOASTMASTER		
	<input type="checkbox"/> Make opening remarks		
	<input type="checkbox"/> Introduce the Wordmaster		
	<input type="checkbox"/> Introduce the Ah-Counter		
	<input type="checkbox"/> Introduce the Grammarian		
	<input type="checkbox"/> Introduce the Timer		
	<input type="checkbox"/> Introduce the General Evaluator		
	<input type="checkbox"/> Introduce the TopicMaster		
7:15 pm	<input type="checkbox"/> Introduce Speaker #1		Table & Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Ask Timer for one timed minute		
	<input type="checkbox"/> Introduce Speaker #2		Table & Lectern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Ask Timer for one timed minute		
	<input type="checkbox"/> Introduce Speaker #3		Table & 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"		
	<input type="checkbox"/> Introduce Table Topics Master		
7:45 pm	YOU ARE NOW THE BALLOT COUNTER (the certificates are in supply bin; have president sign them)		
	Tally votes for "Speech of the Day"		
	Tally votes for "Best Table Topics"		
	Tally votes for "Most Effective Evaluation"		
	When tallying is complete, submit certificates to General Evaluator (be as discreet as possible)		