

Hutchinson Toastmasters II
Meeting Agenda

7:00 **Sergeant-At-Arms**
(1 min) Call to order, lead Pledge of Allegiance
Introduction of guests
Introduction of President

Date: _____
Word: _____

7:01 **President**
(5 min) Announcements and brief business meeting
Introduce Tip of the Day: _____
Introduce Toastmaster: _____

7:06 Toastmaster

(6 min) Meeting Theme: _____

Introduce participants

Grammarian & "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 Evaluator #1/Objectives: _____

(22 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

7:34 **Toastmaster / Table Topic Master**

(11 min) 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 **Evaluation**

(11 min) 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 **Next Week's Toastmaster**

(3 min) Review duties for next meeting and adjourn