

**Our meetings run from 6:30 A.M. until 8:00 A.M. The format is usually the same for each meeting unless we are having a special meeting or the toastmaster wants to change the format.**

**At 6:30 A.M. the Sergeant at Arms calls the meeting to order and introduces our club president.**

**The club president welcomes everyone and asks the timer to lead us in the flag salute and give us a thought for the day. (We have had members and guests that simply stand during this portion but don't participate because of personal beliefs.)**

**When we have guests our club president will have each member give a brief introduction - if time permits.**

**The club president introduces the toastmaster for the meeting. (The toastmaster acts as master of ceremonies.)**

**The Toastmaster - will have a theme for the meeting and set the stage by introducing his or her team.**

**The Grammarian - offers a word for the day and listens for good and poor grammar. We try to use the word of the day for all speaking parts of the meeting.**

**The Timer - keeps the meeting running on time. Most speeches are for 5 - 7 minutes in length. The evaluations are 2 - 3 minutes and table topics (impromptu speaking) run for 1 - 2 minutes.**

**The Vote Counter - gathers and tabulates the voting after each portion of the meeting. At the end of the speaking portion of the meeting he or she will hand out the awards with the toastmaster.**

**The Table Topics Master - involves members who don't have a speaking role in the meeting by asking them a question and have them get up and answer it.**

**The General Evaluator - leads a team of evaluators and evaluates the overall meeting.**

**The Evaluators - work with the speakers and will give them a written evaluation if a speaker is working from one of the manuals. Additionally, each evaluator will give a speaker an oral evaluation.**

**The Speakers - will deliver a presentation of their choice. The manuals all have clear objectives but the speaker selects the topic. Not all presentations are from the manuals.**

**An average meeting will have 3 - 4 speakers followed by 3 - 5 table topics. Then the general evaluator leads his or her team for the evaluation portion of the meeting. The toastmaster will follow that by asking for reports from the grammarian, timer and hand out the awards with the vote counter.**

**The speaking portion of our meetings is usually completed by 7:45 A.M. The toastmaster will return control of the meeting to our club president.**

**The president will ask for feedback from our guests, announce the schedule for the following week and handle any club business.**

**The meeting will be adjourned at 8:00 A. M.**