

Meeting Agenda

Time	Responsibility	Program
6:30A	Sergeant at Arms	Call to order & introduce the president
	President	Introduce the timer for the: The flag salute & thought of the day Welcome guests & introductions Introduce the toastmaster
6:38A	Toastmaster	Warm up audience Introductions Start speaker program by introducing 1 st speaker Allow 1 minute between speakers for member feedback & repeat the process Call for the vote after last speaker: 1 st , 2 nd , & most improved Introduce the table topics master
7:15A	Topics Master	Introduce topic theme Select members who don't have a role 1 st Ask guests if they want to participate Table topics (1-2 minutes) Call for vote for best topic speaker Return control to the toastmaster
7:27A	Toastmaster	Introduce general evaluator
7:28A	General Evaluator	Introduce evaluators Evaluate the meeting Call for vote for best evaluator Return control to the toastmaster
7:40A	Toastmaster	Reports & awards Call on timer Call on grammarian Call on vote counter for the awards Present the awards Return control to the president
7:45A	President	Closing Invite comments from our guests Go over next week's agenda Business and announcements Happy \$'s and adjourn
8:00A	President	Adjourns meeting