

Theme: \_\_\_\_\_

**BEDSTONE OLYMPICS TOASTMASTERS CLUB 7554**

**AGENDA**

**WEDNESDAY** \_\_\_\_\_

**Chairman** confirms participation of Greeter, Invocator, Word of Day, Joke Master, Toastmaster, Table Topics Master and assigns Ghost Greeter

**Toastmaster** confirms participation of Prepared Toast, Speakers (manual, time and title of speech)

**General Evaluator** confirms participation of Speech Evaluators, Table Topics Evaluator, Grammarian, Ah counter, Timer, CL Evaluator and Quiz Master

<b>Sergeant at Arms</b>	_____	<b>Toastmaster</b>	_____	<b>General Evaluator</b>	_____
<b>Chairman</b>	_____	<b>Prepared Toast</b>	_____	<b>Um/Ah Counter</b>	_____
<b>Greeter</b>	_____	<b>Reply to Toast TBA</b>	_____	<b>Grammarian</b>	_____
<b>Invocation</b>	_____	<b>Speaker # 1</b>	_____	<b>Evaluator # 1</b>	_____
<b>Word of Day</b>	_____	<b>Speaker # 2</b>	_____	<b>Evaluator # 2</b>	_____
<b>Joke Master</b>	_____	<b>Speaker # 3</b>	_____	<b>Evaluator # 3</b>	_____
<b>Toastmaster</b>	_____	<b>Speaker # 4</b>	_____	<b>Evaluator # 4</b>	_____
<b>Table Topics Master</b>	_____			<b>Table Topics Evaluator</b>	_____
				<b>Quiz Master</b>	_____
				<b>Timer</b>	_____
				<b>CL Evaluator</b>	_____

7:28	2 minute warning	Sergeant at Arms _____
7:30	<b>Call meeting to order</b> Welcome and short opening comments Introduce Chairman	
7:32	<b>Chairman</b> calls for: <b>Invocation</b> <b>Word of the Day</b> <b>Joke</b> <b>Introduction</b> of Members and Guests	Chairman _____ Invocator _____ Word Master _____ Joke Master _____
	Introduce <b>Toastmaster</b> and turn over control	
7:40	<b>Toastmaster</b> calls for: <b>Prepared Toast</b> <b>Reply to Toast</b> Call on <b>Evaluator #1</b> for speech objectives and time <b>Introduce</b> the first speaker Speech #1 <b>Thank</b> speaker and give <b>time</b> for members to <b>write comments</b> Call on <b>Evaluator #2</b> for speech objectives and time <b>Introduce</b> the second speaker Speech #2 <b>Thank</b> speaker and give time for members to <b>write comments</b> Call on <b>Evaluator #3</b> for speech objectives and time <b>Introduce</b> the third speaker Speech #3 Thank speaker and give time for members to <b>write comments</b> Call on <b>Evaluator #4</b> for speech objectives and time <b>Introduce</b> the forth speaker Speech #4 <b>Thank</b> speaker and give time for members to <b>write comments</b> Call on <b>Timer</b> for report <b>Review</b> speaker title and speech project number and manual Ask members to <b>vote</b> for best speaker, one who best met THEIR objectives	Toastmaster _____ Prepared Toast _____ To be announced  Speaker # 1 _____  Speaker # 2 _____  Speaker # 3 _____  Speaker # 4 _____  Timer _____
8:20	<b>10 minute break</b>	

**SECOND PART OF MEETING**

8:30	<b>Chairman</b> Calls Meeting back to Order Introduce the Table Topics Master	Chairman _____
8:31	<b>Table Topics Master</b> Explain purpose of Table Topics give timing instructions Ask guest if they would like to participate Ask members (if possible not a speaker, evaluator or timer) Before calling on guest to answer Call on <b>Timer</b> for report <b>Review</b> speaker and topic, ask members to <b>vote</b> for best <b>Return control</b> to Chairman	Table Topics Master _____     Timer _____
8:48	<b>Chairman</b> introduces the General Evaluator	Chairman _____
8:49	<b>General Evaluator instructs</b> Evaluators and Timer Evaluation #1 Evaluation #2 Evaluation #3 Evaluation #4 Table Topics Evaluation	General Evaluator Evaluator # 1 _____ Evaluator # 2 _____ Evaluator # 3 _____ Evaluator # 4 _____ Table Topics Evaluator _____
9:04	call on <b>Quiz Master</b> Explain purpose of Quiz (to develop listening and memory skills) Ask questions about what happened during meeting Evaluation of Evaluators Call for reports from <b>Ah Counter</b> <b>Grammarian</b> <b>Word Master</b> <b>Timer</b> Evaluation of Meeting Return Control of meeting to Chairman	Quiz Master _____     General Evaluator _____  _____ _____ _____ _____
9:20	<b>Chairman:</b> Call for Ghost Greet report Call for Guest comments Review next week's agenda Share the Wealth Draw Presentation of Awards Best Speaker _____ Most Improved _____ Best Table Topics _____ Best Evaluator _____ Invocation	Chairman Ghost Greeter         Invocator _____
9:30	Adjourn	
Please visit:  Club website <a href="http://www.bedstoneolympics.com">www.bedstoneolympics.com</a>  District 42 website <a href="http://www.d42tm.org">www.d42tm.org</a>  Toastmasters International website <a href="http://www.toastmasters.org">www.toastmasters.org</a>		