



President
John Doe

VP Education
John Doe

VP Membership
Jane Doe

VP Public Relations
Jane Doe

Secretary
John Doe

Treasurer
Jane Doe

Sergeant at Arms
John Doe

We meet every
day of the week
from 00:00 to 00:00

Location can be found
on our website
www.oursite.org

Toasters International
www.toastmasters.org

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Club Name Club Number

Date

Club Meeting Theme

7:00	Chair Calls Meeting to Order Chair's Welcome Invocation and Pledge (optional) Welcome Guests	John Doe John Doe John Doe Jane Doe
7:05	Chair Introduces the Toastmaster of the Day Toastmaster of the Day Joke Master (optional) Returns control to the Toastmaster of the Day	Jane Doe John Doe
7:10	Toastmaster Calls on Meeting Roles Ah-Counter Grammarian Timer General Evaluator First Evaluator Second Evaluator Third Evaluator	Jane Doe Jane Doe Jane Doe John Doe Jane Doe John Doe Jane Doe
7:17	Toastmaster Introduces Speakers First Speaker (5-7 minutes) Second Speaker (4-6 minutes) Third Speaker (5-7 minutes) Call for Timer's Report Recap Speakers and Give Reminder to Vote	Jane Doe Jane Doe John Doe Jane Doe
7:40	Toastmaster Introduces Table Topicsmaster Conduct Table Topics Session Call for Timer's Report Recap Speakers and Give Reminder to Vote Returns control to the Toastmaster of the Day	Jane Doe Jane Doe
8:05	Toastmaster Introduces the General Evaluator	Jane Doe
8:05	General Evaluator calls for Evaluations First Speaker's Evaluation (2-3 Minutes) Second Speaker's Evaluation (2-3 Minutes) Third Speaker's Evaluation (2-3 Minutes) Recap Evaluators and Call for Submission of Votes	John Doe Jane Doe John Doe Jane Doe
8:11	General Evaluator Calls for Reports	



Timer
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Timer Jane Doe
Ah-Counter Jane Doe
Grammarian Jane Doe

8:14 General Evaluator Provides Report John Doe
General Evaluator provides meeting & leader evaluations
Returns control to the Toastmaster of the Day

8:17 Toastmaster Presents Awards John Doe
Best Evaluator
Best Table Topics
Best Speaker
Special Awards
Returns control to the Chair of the meeting

8:20 Chair Leads Club Business

8:45 Chair Adjourns Meeting