

6:15 Sgt. at Arms:

1. Rap the gavel and request attention
2. Request Pledge & Invocation from _____
3. Introduce the Presiding Officer _____

Presiding Officer:

1. Call the meeting to order
2. Introduce Guests: _____
3. Open general business meeting.
4. Request report of Educational V.P. and other officers
5. Confirm next week's schedule
6. Introduce Educational Minute by: _____
7. Remind members to start the TIP CUP & to wear name badges
8. Ask which members are working in the Leadership manual
9. Confirm there are evaluators for leadership projects
10. Close business meeting.
11. Introduce the Toastmaster of the meeting

6:25 Toastmaster: _____

1. Announce Theme for the day: _____
2. Introduce the Jokemaster: _____
3. Introduce the General Evaluator _____ and ask for the introduction of the evaluators:
 _____ evaluating: _____
 _____ evaluating: _____
 _____ evaluating: _____
4. Introduce the Timer: _____
5. Introduce the Wizard of Ah's: _____
6. Introduce the Listener: _____
7. Introduce the Grammarian: _____ Word of the Day _____
8. Introduce the Table Topics Master: _____

6:35 Table Topics Master: _____

1. Request timing constraints (1-2 minutes) from the Timer
2. Call on Table Topic's participants:

3. After last topic's speaker, ask for the Timer's report and did our speakers all qualify?
4. Request Grammarian's TT report; announce disqualifications
5. Instruct members and guests to mark their ballots for the Best TT Speaker

6:55 Return control of the meeting to the Toastmaster

6:55 Toastmaster:

1. Make a general statement about Table Topics
2. Announce speeches, request from Evaluator the speech objectives & time limits
3. Request timing constraints from the Timer
4. Introduce each speaker:

SPEAKER	TITLE	TIME

5. Make an appropriate comment after each speech
6. If time allows, instruct Timer to signal ~1 minute to allow members to write comments
7. Request Timer's Report after last speaker; what were the actual times?
8. Announce disqualifications
9. Request members to mark their ballots for the Best Speaker
10. Introduce the General Evaluator

7:25 General Evaluator: _____

1. Request Timing Constraints (2-3 minutes) from Timer
2. Remind the Evaluators to give the speaker's manual to the VP of Education for sign off
3. Introduce each Evaluator and welcome to the lectern:
 _____ evaluating: _____
 _____ evaluating: _____
 _____ evaluating: _____
4. Request Timer's Report after last evaluator and announce disqualifications
5. Instruct members to mark ballots and hold up for collection by Sgt at Arms
6. Request Listener's report: _____
7. Request Wizard of Ah's report: _____
8. Request Grammarian's report: _____
9. Nominations for White Wash Award (retire award if no nominations) _____
10. Nominations for Fig Leaf Award; Call for votes; Announce Winner: _____
11. Nominations for Bone Award; Call for votes; Announce Winner: _____
12. Select Spark Plug Award: Announce Winner: _____
13. Evaluate the meeting in general
14. Return control to the Toastmaster

7:45 Toastmaster: Announce and Present Ribbons & Trophies

1. Best Table Topics Speaker: _____
2. Best Evaluator: _____
3. Best Speaker: _____
4. Make appropriate closing remarks
5. Return control to the Presiding Officer

7:50 Presiding Officer

1. Make appropriate comment on job done by the Toastmaster and other participants
2. Request Competent Leadership feedback for members evaluating others
3. Request or make any special announcements
4. Request comments from guests
5. Adjourn the meeting