

REVEILLIERS AGENDA
Club #985, Area 05, Division J, District 39

Date: _____

7:00am 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 reports of Educational V.P. and other officers
5. If there are no objections to last week's minutes, then the minutes shall stand as distributed
6. Confirm next week's schedule by the VP Education
11. Close business meeting.
12. Introduce the Toastmaster of the meeting

7:10am Toastmaster: _____

1. Announce Theme for the day: _____
2. Introduce the Joke Master: _____
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 _____
Advocate WOD usage in speeches, in TT's and throughout the day

7:20 Prepared Speeches: Toastmaster:

8. Announce speeches & request from Evaluator the speech purpose/objectives & time limits
9. Request timing constraints from the Timer
10. Introduce each speaker:

SPEAKER	TITLE	TIME

11. Make an appropriate comment after each speech
12. If time allows, instruct Timer to signal ~1 minute to allow members to write comments
13. Request Timer's Report after last speaker; what were the actual times?
14. Announce disqualifications
15. Request each Evaluator to read out loud the purpose of the speech
16. **Instruct members** to make their choice for the Better Speaker through the chat window directly to the
TM who is also the – Tiebreaker; send your Notes to Speakers privately in the same manner.

17. Introduce & Welcome the Table Topics Master

7:50 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 to make their choice for the Best Table Topics through the chat window directly to the TM
who is also the Tiebreaker, send your Notes to TT Speakers in same manner.
6. Introduce the General Evaluator

8:05 General Evaluator: _____

Make a general statement about Table Topics

1. Request Timing Constraints (2-3 minutes) from Timer
2. Introduce each Evaluator and welcome to the lectern:

_____ evaluating: _____

_____ evaluating: _____

_____ evaluating: _____

3. Request Timer's Report after last evaluator and announce disqualifications
4. Instruct members to mark ballots for Best Evaluator in chat to Toastmaster
5. Request Listener's report: _____
6. Request Wizard of Ah's report: _____
7. Request Grammarian's report: _____
8. Nominations for White Wash Award (retire award if no nominations) _____
9. Nominations for Fig Leaf Award; Call for votes; Announce Winner: _____
10. Nominations for Bone Award; Call for votes; Announce Winner: _____
11. Select Spark Plug Award: Announce Winner: _____
12. Evaluate the meeting in general
13. Return control to the Toastmaster

8:20 Toastmaster: Announce and Present Ribbons & Trophies

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

8:25 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