



# Meeting Agenda

Cherry Capital Toastmasters • Club 5116 • District 62

**PRESIDENT or SGT. at Arms** - (TM should contact before start of meeting to determine need)

- 7:15 a.m. Opening remarks
- 7:16 Introduce guests and conduct business meeting, if needed

**TOASTMASTER** - Responsible for reminding speakers, gen. evaluator, topicmaster, jokemaster, & greeter

- 7:17 Opening remarks (introduce guests if not done by president.)
- 7:19 Introduce Jokemaster
- 7:20 Introduce Wordmaster
- 7:21 Introduce speakers (Provide background information, title of speech, and timing.)
- 7:39 Ask for ballots on speeches and introduce Topicmaster

## TOPICMASTER

- 7:40 Conduct tabletopics session -- explain tabletopics and timing for the benefit of any guests. Topics should not exceed one-and-a-half minutes. (45 sec.-**Green**, 1 min. 15 sec.-**Yellow**, 1 min. 30 sec.-**Red**, 1 min. 40 sec.-**All Clap**)  
**Guest participation should be offered as optional.** Topicmaster should adjust the number of participants to contain this session within the available time. Evaluators do not participate in tabletopics unless light attendance to allow time for speeches. Topicmaster may have to eliminate W, JM, AG, T as time allows. If the topic master wants to do a lot of explaining for each topic, reduce the timing for all.  
**Return control of the meeting to the Toastmaster.**

## TOASTMASTER

- 8:00 Ask for ballots on tabletopics and **Introduce General Evaluator**

**GENERAL EVALUATOR** - Responsible for reminding evals, wordmaster, timer, ah/grammarian, vote counter

- 8:01 Introduce evaluators (two minutes each -- 1 min.-**Green**, 1 min. 30 sec.-**Yellow**, 2 min.-**Red**)
- 8:08 Ask for reports from: A) Wordmaster, B) Timer, C) Ah/Grammarian
- 8:10 General Evaluator's comments on the conduct of the meeting and any additional comments on evaluations.  
**Return control of the meeting to the Toastmaster.**

**TOASTMASTER** - Responsible for calling next week's TM if not present at meeting

- 8:13 Ask for voting on best evaluator, including GE and evaluators
- 8:14 Review next week's schedule. (Call next week's TM as soon as possible if they are not present.) Obtain contest winners from counter and encourage remarks from guests.
- 8:15 **Adjourn Meeting**

## SCHEDULE LEGEND

TM = Toastmaster	S = Speaker	T = Timer
JM = Jokemaster	E = Evaluator	VC = Vote Counter
W = Wordmaster	GE = General Evaluator	G = Greeter & set up room
TT = Topicmaster	AG = Ah/Grammarian	

