

**SUNRISE CENTER TOASTMASTERS CLUB MEETING AGENDA**

**6:30 PRESIDING OFFICER** \_\_\_\_\_  
 Call the meeting to order  
 Request Invocation and Pledge by: \_\_\_\_\_  
 Call on Official Greeter \_\_\_\_\_ to introduce guests  
 Conduct general business/unfinished business/announcements  
 Introduce Toastmaster \_\_\_\_\_

**6:35 TOASTMASTER**  
 Announce theme for the day \_\_\_\_\_  
 Introduce the Jokemaster \_\_\_\_\_  
 Call for the Educational Minute \_\_\_\_\_  
 Introduce the Wizard of Ah's \_\_\_\_\_  
 Introduce the Timer \_\_\_\_\_  
 Introduce the Vote Counter \_\_\_\_\_  
 Introduce the Grammarian \_\_\_\_\_  
 Introduce Table Topics Master \_\_\_\_\_

**6:45 TABLE TOPICS MASTER**  
 Make a general statement about table topics for guests  
 Give the timing constraints to the Timer.  
 (Green Light-One Min; Amber-1:30 and Red-2:00; Qualify-30 seconds; Disqual-2:31 seconds)  
 Remind participants to use the word of the day  
 Call on members not otherwise involved in the meeting  
 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 Request Timer's report and any disqualifications  
 Request Grammarian's report to determine who used the word of the day  
 Instruct members to mark their ballots. Repeat names. Return control of the meeting to TM

**7:00 TOASTMASTER**  
 Comment on Table Topics and set the tone for the speeches  
 Give timing constraints for EACH speaker and introduce them

Time	Manual/Speech	Title	Speaker
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Make appropriate comments after speeches.  
 Request Timer's report and any disqualifications. Instruct members to mark ballots and make comments for each speaker  
 Introduce the General Evaluator \_\_\_\_\_

**7:30 GENERAL EVALUATOR**  
 Set the tone for the Evaluations  
 Give the Timer the timing constraints  
 (Green Light-2:00; Amber-2:30; Red-3:00; Qualify-1:30; Disqualified-3:31)  
 Introduce Evaluators  
 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 Request Timer's report. Did everyone qualify?  
 Instruct members to mark ballots and pass them to Vote Counter.  
 Give brief evaluation of the meeting in general. Request the Wizard of Ah's report.  
 Request the Grammarian's report and the Mystery Greeter's report.  
 Fun Awards: Fig Leaf Award/Bone Award/Sunshine Award.  
 Return control of the meeting to the Toastmaster.

**7:53 TOASTMASTER**  
 Make general comments about the meeting.  
 Announce and present trophies to: Best Table Topics/ Best Evaluator/Best Speaker.  
 Closing remarks and return control of the meeting to the Presiding Officer.

**7:57 PRESIDING OFFICER**  
 Comment on job done by the Toastmaster.  
 Reintroduce the Official Greeter/ Ask for further announcements.

**8:00 ADJOURN THE MEETING**