**Date:** **Theme:**       **Word of the Day:**

**6:00pm SERGEANT AT ARMS** –

**CLUB PRESIDENT** –

Introduce **JESTER** –

Introduce **TOASTMASTER** –

**6:10pm TOASTMASTER**

*Introduce the theme + explain purpose of functionaries*

Introduce **GRAMMARIAN** –

Introduce **“AH” COUNTER** –

Introduce **TIMER** –

Introduce **BALLOT COUNTER** –

**6:15pm** **TOASTMASTER**

Introduce **SPEAKER 1** –

**Pathway/Level/Project:**

**Time:**       **Title:**

Introduce **SPEAKER 2** –

**Pathway/Level/Project:**

**Time:**       **Title:**

Introduce **SPEAKER 3** –

**Pathway/Level/Project:**

**Time:**       **Title:**

Introduce **SPEAKER 4** –

**Pathway/Level/Project:**

**Time:**       **Title:**

**6:45pm** **TOASTMASTER**

*Call for* ***TIMER’S*** *report + VOTE for Best Speaker—WAIT for Poll to Appear*

Introduce **GENERAL EVALUATOR** –

Introduce **EVALUATOR 1** –

Introduce **EVALUATOR 2** –

Introduce **EVALUATOR 3** –

Introduce **EVALUATOR 4** –

**6:55pm TOASTMASTER**

Introduce **TABLE TOPICS MASTER** –

**7:15pm TOASTMASTER**

Call for **GRAMMARIAN’s** report (Entire meeting + Word of the Day)

Call for **“AH” COUNTER’s** report (Entire meeting)

Call for **GENERAL EVALUATOR’s** report

Call for **TIMER’s** report (Evaluations + Table Topics)

*Call for VOTE (Best Evaluator + Table Topics + Functionary)—WAIT for Poll to Appear*

**7:20pm TOASTMASTER**

Introduce **EDUCATIONAL MOMENT** –

*Thank participants + guest comments + closing comments*

**7:25pm PRESIDENT**

**7:30pm Adjourn**

Toastmaster’s Worksheet

Speech Details

**SPEAKER 1** –

Pathway:

Project name:

Introduction (provided by the speaker):

Time:

Title:

**SPEAKER 2** –

Pathway:

Project name:

Introduction (provided by the speaker):

Time:

Title:

**SPEAKER 3** –

Pathway:

Project name:

Introduction (provided by the speaker):

Time:

Title:

**SPEAKER 4** –

Pathway:

Project name:

Introduction (provided by the speaker):

Time:

Title: