



Hackettstown Toastmasters

Club # 1140672

Sample Agenda

| | | | |
|----------------------------|--|----------|--|
| 7:00 | Business Meeting Call to Order, Pledge of Allegiance & Introduction of guests Approval of prior Minutes Officers' Reports Announcements & Awards Old Business / New Business | 12 min. | Inverse ranked club officer Ranking club officer “ “ “ |
| Educational Meeting | | | |
| 7:12 | Toastmaster of the Meeting fill roles for this meeting | 2 min. | |
| 7:14 | Inspiration | 1 min. | |
| 7:15 | Prepared Speech #1 Title: “” | 5-7 min. | |
| 7:23 | Prepared Speech #2 Title: “” | 5-7 min. | |
| 7:31 | Prepared Speech #3 Title: “” | 5-7 min. | |
| 7:39 | Table Topics incl. Table Topics Evaluations (by volunteers) | 26 min. | |
| 8:05 | General Evaluator call for reports | 1 min | |
| 8:06 | Speech Evaluation for Speaker 1 Comments from the floor – 2 min | 2-3 min. | |
| 8:11 | Speech Evaluation for Speaker 2 Comments from the floor – 2 min | 2-3 min. | |
| 8:16 | Speech Evaluation for Speaker 3 Comments from the floor – 2 min | 2-3 min. | |
| 8:21 | Timer's Report | 1 min. | |
| 8:22 | Ah Counter/Grammarian's Report | 2 min. | |
| 8:24 | JokeMaster | 1 min. | |
| 8:25 | General Evaluator's Report | 3 min. | |
| 8:28 | Toastmaster Wrap-up | 2 min. | |
| 8:30 | Adjourn | | |

CL Evaluator: