

<b>ADDISON SINGLES TOASTMASTERS</b> <b><i>Put Your Theme Here</i></b>	<b>Club #9872</b> <b>District 50</b> <b>Date</b>
Call to Order by Sergeant at Arms	[name and award level]
Inspiration and Pledge	[name and award level]
Welcome	[name and award level]
<b>Toastmaster</b>	<b>[name and award level]</b>
Introduction of Duty Holders	
Grammarian	[name and award level]
Ah Counter	[name and award level]
Timer	[name and award level]
Vote Counter	[name and award level]
Listener	[name and award level]
Scheduled Speakers	
Objectives of [name of speaker #1]'s Speech	[name and award level]
"[speech title]" ( __ - __ min.) [name of] Manual, Speech # __	[name and award level]
Objectives of [name of speaker #2]'s Speech	[name and award level]
"[speech title]" ( __ - __ min.) [name of] Manual, Speech # __	[name and award level]
Objectives of [name of speaker #3]'s Speech	[name and award level]
"[speech title]" ( __ - __ min.) [name of] Manual, Speech # __	<b>[name and award level]</b>
Timer's Report	[name and award level]
Vote for Best Speaker	[name and award level]
<b>Table Topics</b>	<b>[name and award level]</b>
Timer's Report	[name and award level]
Grammarian's Report	[name and award level]
Vote for Best Table Topics	[name and award level]
<b>General Evaluation</b>	<b>[name and award level]</b>
Evaluations of Prepared Speakers (2-3 minutes)	
Evaluation of [name of speaker #1]'s speech	[name and award level]
Evaluation of [name of speaker #2]'s speech	[name and award level]
Evaluation of [name of speaker #3]'s speech	[name and award level]
Timer's Report	[name and award level]
Vote for Best Evaluator	[name and award level]
Call for Duty Holders' Reports	
Ah Counter's Report	[name and award level]
Grammarian's Report	[name and award level]
Listener's Report	[name and award level]
General Evaluator's Comments	[name and award level]
Toastmaster's Closing Comments	[name and award level]
Conclusion of Meeting	[name and award level]
Vote for the Best of Big Three	[name and award level]
Business/Announcements/Next Week's Schedule	[name and award level]
Introduction of Guests	[name and award level]
Announcement of Winners	[name and award level]