

Addison Singles Toastmasters — Club #9872 • District 30 • Area 67
[Date]

[Meeting Theme]

7:00 Call to Order **Name of Sergeant-at-Arms**
Inspiration and Pledge [Name and award level (and/or officer role)]

7:10 Toastmaster **Mary Jane Quandt**
Introduction of Duty Holders
Grammarian — *Word of the Day*: [Name of Duty Holder]
“Ah” Counter [Name of Duty Holder]
Timer [Name of Duty Holder]
Vote Counter [Name of Duty Holder]
Listener [Name of Duty Holder]
Jokemaster [Name of Duty Holder]

Speakers
[Name of Speaker #1]
“[speech title]” Speech #__, Manual (__ to __ minutes)
Speech Objectives Evaluator [Name of Evaluator]

[Name of Speaker #2]
“[speech title]” Speech #__, Manual (__ to __ minutes)
Speech Objectives Evaluator [Name of Evaluator]

[Name of Speaker #2]
“[speech title]” Speech #__, Manual (__ to __ minutes)
Speech Objectives Evaluator [Name of Evaluator]

Timer’s Report [Name of Duty Holder]
Vote for Best Speaker [Name of Duty Holder]

7:45 Table Topics **Table Topics Master [name]**
Presentation of Table Topics
Timer’s Report [Name of Duty Holder]
Grammarian’s Word-of-the-Day Report [Name of Duty Holder]
Vote for Best Table Topics Speaker [Name of Duty Holder]

8:00 Evaluation **General Evaluator [name]**
Introduction of Speech Evaluators
[Name of Evaluator] Evaluation of [Name of Speaker #1]’s Speech (2 to 3 minutes)
[Name of Evaluator] Evaluation of [Name of Speaker #2]’s Speech (2 to 3 minutes)
[Name of Evaluator] Evaluation of [Name of Speaker #2]’s Speech (2 to 3 minutes)
Timer’s Report [Name of Duty Holder]
Vote for Best Evaluator [Name of Duty Holder]
Duty Holder Reports
Grammarian Report [Name of Duty Holder]
“Ah” Counter Report [Name of Duty Holder]
Listener Report [Name of Duty Holder]
General Evaluation of Meeting [Name of Duty Holder]

8:15 Toastmaster’s Closing Remarks

8:20 Business Meeting **[Name], President**
Vote for Best of the Big Three [Name of Duty Holder]
Introduction of Guests [Name of Duty Holder]
Review of Next Week’s Schedule / Announcements [Name of Duty Holder]
Announcements / Business
Awards Presentation [Name of Duty Holder]
Announcement of Tonight’s Post Toasties Location [Name], VP Public Relations

8:30 Post Toasties