**Meeting Theme**: “xxxxxx”

**Word of the day**: xxxx **form of speech**: noun  
**Definition**: brisk and cheerful readiness to do something.

**Sample Sentence**: When called on for Table Topics, he jumped up with *alacrity*.

**Grammarian**: xxxx **Timer**: xxxxxxxx **Ah-counter**: xxxx

**Jokemaster**: xxxx **Tip of the day**: xxxx

**7:00p Call to Order and Welcome –** President

Knocks gavel, calls meeting to order, introduces himself, acknowledge guests, and introduces Toastmaster.

**7:05p Toastmaster:** xxxxx

General Introduction

Introduce meeting functionaries (Grammarian, Timer, Ah Counter briefly describe their roles):

**7:15p Prepared Speeches**

Evaluators read Speech Objectives, then Toastmaster introduces the Speaker & Speech Title

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Speaker Name** | **Speech Title and Project#** | **Duration** | **Evaluator** |
| 1 | xxxx | Title: “xxxxx”  CC #?: Vocal Variety | 5 - 7 min | xxxx |
| 2 | xxxx | Title: “xxxx”  ACS Specialty Speeches: Impromptu Speaking | 10 - 15 min | xxxx |
| 3 | xxx |  |  |  |

**7:45p Table Topics Master**: xxx – “xxxx”

Explain table topics and theme. (Speakers have 1-2 min. / response)

**8:05p General Evaluator**: xxxx

Explain evaluations. Introduce Speech Evaluators have (2-3 min. / evaluation)

Call for functionary reports: Timer, Ah Counter, and Grammarian.

Make general comments on quality/timeliness/organization of the meeting.

**8:20p Toastmaster: Closing Comments**

**8:25p President: Club Business**

Invite guests to comment if they wish, give closing remarks.

**8:30p Adjourn** – Socializing