 Articculators Agenda: \_\_\_\_\_\_\_\_\_,2017 Wednesdays 7:30-8:45pm Club#584244, District: 101, Division C01

Theme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Word of the Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Pronounced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meaning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sentence Usage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Start-End

**CALL TO ORDER**: Sergeant-At-Arms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ introduces the Toastmaster 7:30-7:31

**TOASTMASTER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ introduces theme, word of the day, requests guests introductions & confirms/assigns roles 7:31-7:34

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Master** **Evaluator:** |  |  | **Word Master:** |  |
| **Table Topics:** |  |  | **Joke Master:** |  |
| **Timer:** |  |  | **Grammarian:** |  |
| **Ballot Counter:** |  |  | **Ahs Tabulator:** |  |

**PRESIDENT ANNOUNCEMENTS/UPDATES** – President or other club officers 7:34-7:37

**JOKE MASTER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7:37-7:40

**PREPARED SPEECHES**: Evaluators to read Speech Objectives, then TM introduces the speaker 7:40-8:05

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Speaker** | **Sp. Title and #** (Manual: Bas/Adv) | **Dur’n** | **Evaluator** | **Actualtime** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

Allow members to write comments after each speaker for 30 seconds

Timer’s Report & request members to vote for the Best Speaker & Most Improved Speaker. Invite Table Topics Master.

**TABLE TOPICS**: Table Topics Master:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8:05-8:20

Table Topics Master introduces the Table Topics for the day and invites members & gives them topics. Each member speaks for 1-2 minutes

Qualifying time is 45”-2’15”.

Table Topics Master asks for timer’s report and announces speakers who qualified for time and requests members to

Vote for the Best Table Topics Speaker & Most Improved

**EVALUATIONS**: Master Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8:20-8:35

Master Evaluator calls each Evaluator. Each evaluation is for 2-3 minutes, qualifying time is 1’30”-3’30”

Take Timer’s Report, announce evaluators qualified & request members to vote for the Best Evaluator & pass on ballots to Ballot Counter

Functionary Reports: Word Master, Ahs Tabulator & Grammarian

**VP EDUCATION**: Takes & confirm roles for the next meeting: TM, Speakers, TTM, ME, Evaluators & other roles 8:35-8:37

**TOASTMASTER**: Asks for guests comments. Ballot Counter hands over results 8:37-8:40

Toastmaster announces & presents the awards: Most Improved Speaker, Best Table Topics Speaker, Best Evaluator & Best Speaker

**ADJOURN MEETING**: Sergeant-At-Arms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8:45pm

Timer’s Guide

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Speech & Time Limit** | **Green** | **Yellow** | **Red** | **Qualifying Time** |
| Icebreaker 4-6 mins | 4’ | 5’ | 6’ | 3’30” - 6’30” |
| Regular Sp. 5-7 mins | 5’ | 6’ | 7’ | 4’30” - 7’30” |
| Table Topic 1-2 mins | 1’ | 1’30” | 2’ | 0’45” - 2’15” |
| Evaluation 2-3 mins | 2’ | 2’30” | 3’ | 1’30” - 3’30” |