



Northwestern SpeakEasy Toastmasters Club

4:50 p.m.	Chair (or Pro Tem) opens meeting ★ Welcome! – Guest Introductions – Ice Breaker Activity – Introduce the Toastmaster	
4:55 p.m.	PART I: INTRODUCTIONS	
	Introduction by Toastmaster ★ Start the meeting – Introduce each of the facilitators	
	Thought of the Day: <i>(read the quote aloud and provide some context/inspiration)</i>	
	Grammarian: <i>(read WotD aloud, record grammar errors & WotD use throughout the meeting)</i>	
	“Ah-Um” Counter: <i>(keep a tally of overused words and filler sounds used by each person)</i>	
	Time Keeper & Vote Counter: <i>(record time & 1-word summaries of each speech, give time signals [TT: 1-2min, Speeches: Usually 4-6 or 5-7 *check with speaker, Evals: 2-3min], conduct voting)</i>	
5:05 p.m.	PART II: TABLE TOPICS	
	Toastmaster introduces the Table Topics Chair <i>(Provide 3-4 prompts for impromptu speeches; try to call on people who don't have other large speaking roles; start with old members, try to include a new member)</i>	
	Table Topics Chair returns conduct to the Toastmaster, who asks for the... ★ Time Keeper's Report and VOTE for Best Table Topics Response	
5:15 p.m.	PART III: SPEECHES	
	Toastmaster introduces each speaker	
	Speaker #1	
	Speaker #2	
	Speaker returns conduct to the Toastmaster, who asks for the... ★ Time Keeper's Report and VOTE for Best Speech	
5:30 p.m.	PART IV: EVALUATION	
	Toastmaster introduces the General Evaluator <i>(Introduce each evaluator; bring up facilitators for their reports; provide an overall evaluation)</i>	
	Evaluator for Speaker #1	
	Evaluator for Speaker #2	
	★ Time Keeper's Report and VOTE for Best Evaluation ★ Grammarian's Report ★ Ah-Um Counter's Report General Evaluation of the Meeting	
	General Evaluator returns conduct to the Toastmaster ★ VOTE for Sparky (optional) ★ Awarding voting winners and AWARD TROPHIES	
5:55 p.m.	PART V: CONCLUSION	
	Toastmaster returns conduct of the meeting to the Chair ★ Guest Comments – Member Comments – Final Announcements	
6:00 p.m.	Meeting adjourned, until next Friday, May 27, 2016 @ 4:30 pm.	