

## SAMPLE AGENDA FORMAT

Call to Order	(person's name – AG, Contest Chair, etc.)
Pledge	(person's name)
Invocation/inspiration	(person's name)
Introduction of Toastmaster/Contest Chair	(person's name)
Introduction of Dignitaries	Toastmaster/Contest Chair
Audience Briefing (Chief Judge)	(person's name)
Evaluation Contest - Test Speaker	Name of Test Speaker (no Education Level)
(The line immediately above is for Evaluation Contests only!!!!!!!!!!)	

**Break** (if needed for Toastmaster to meet with contestants and draw for speaking order and for the Chief Judge to brief the judging officials)

### Evaluation Contest

Contestants (in alphabetical order by last name.

Contestant #1 Name	_____
Contestant #2 Name	_____
Contestant #3 Name	_____
Contestant #4 Name	_____
Contestant #5 Name	_____

### Humorous Contest

Contestants (in alphabetical order by last name.

Contestant #1 Name	_____
Contestant #2 Name	_____
Contestant #3 Name	_____
Contestant #4 Name	_____
Contestant #5 Name	_____

Interview Contestants	(Toastmaster's/Contest Chair name)
Possible Awards and Recognition optional	Asst by (Div/Area Gov name), Division x Governor
District Announcements	(Dist Rep's name), District Representative
Contest Winners	(Toastmaster/Contest Chair)
Adjourn	(Toastmaster/Contest Chair)