



7:00Sgt. At Arms:	Sgt. At Arms calls meeting to order. Introduces Chairman
Chairman:	Chair verifies Program Changes. Introduces Wordmaster for word of the day
Word/Gram	Wordmaster chooses and introduces vocabulary word. Returns meeting to Chair
Introductions: All Members	Chair poses a question. Members introduce themselves, answer question posed
Invocation/Thought:	Chairman introduces member for Invocation/Thought. Member presents Quote, Prayer or thought for the day.
Toast:	Chairman introduces member proposing Toast. Member proposes a toast. Chairman introduces Toastmaster for the evening.
Toastmaster:	Toastmaster's opening comments and explanation of program. Calls on helpers for explanation of role. (AH Counter, Quizmaster, Balloteer, Timer, General Evaluator). Introduces Table Topics Master
T. T. Master:	Member explains Table Topics, timing and ballots, conducts Table Topics. Member calls for Timer's Report and calls for vote. Returns meeting to Toastmaster
Evaluator:	Toastmaster introduces Table Topics Evaluator. Member evaluates table topics. Returns meeting to Toastmaster.
Jokemaster:	Toastmaster introduces Jokemaster. Member tells an appropriate joke, avoids reading notes. Toastmaster returns meeting to Chairman for Business meeting.
Chairman:	Chair conducts business meeting. Chairman calls on Parliamentarian for report.
Parliamentarian:	Parliamentarian gives Parliamentary Report. Chairman asks Timer to set time for 10 minute coffee break
7:50: Coffee Break:	Member brings snack.
8:00: Chairman:	Chairman brings meeting back to order. Returns meeting to Toastmaster
Toastmaster:	Toastmaster introduces formal speaking program. Introduces each speaker, speech objectives, timing and title of speech
Speaker #1:	Member presents Manual Speech
Speaker #2:	Member presents Manual Speech
Speaker #3:	Member presents Manual Speech
Toastmaster:	Toastmaster introduces General Evaluator
General Evaluator:	General Evaluator (GE) calls for 2.5 minute evaluation break to vote for best speaker and to write speaker comments. GE calls for Timer's Report. Introduces each speech evaluator. If more time is needed for the evaluators, GE can conduct the general eval.
Evaluator #1:	Evaluates speech, offering positive feedback and areas for improvement
Evaluator #2:	Evaluates speech, offering positive feedback and areas for improvement
Evaluator #3:	Evaluates speech, offering positive feedback and areas for improvement
General Evaluator:	GE calls for final Timer's report and calls members to vote for Best Evaluator.
Timer:	Timer gives final report. General Evaluator calls on Wordmaster for final report
Wordmaster:	Wordmaster reports on use of the word of the day, effective use of grammar and errors. General Evaluator completes general evaluation and returns meeting to Toastmaster
Toastmaster:	Toastmaster introduces 2-minute Toastmaster
2-min. Toastmaster:	Member presents short educational session pertaining to Toastmasters. Returns meeting to Toastmaster
Quizmaster:	Toastmaster calls upon Quizmaster. Quizmaster asks questions to test listening skills
Ah Counter:	Toastmaster calls upon Ah Counter. Report on use of Ahs, Ums and other fillers
Balloteer:	Toastmaster introduces Balloteer. Balloteer tallies votes and presents awards and guest certificates if a guest is present. Toastmaster returns meeting to Chairman.
Chairman:	Chairman calls on Mystery Greeter, fills in next weeks agenda, asks for guest comments, and asks for any announcements for the "Betterment of TM". Chairman adjourns the meeting.