Club Name

**Month Day, Year - Time**

**Theme:**

**Word of the Day:**

| Toastmasters International  [www.toastmasters.org](http://www.toastmasters.org)  **Club Mission**  We provide a supportive and positive learning experience  in which members are empowered to develop communication and leadership skills, resulting in greater  self-confidence and  personal growth. | 12:00 Welcome! Call Meeting to Order --Name  Welcome everyone, Guest Intros  Introduce Toastmaster  12:03 TOASTMASTER --Name  Meeting Overview  Introduce Meeting Roles  Grammarian/Word of the Day/Ah Counter – Name  Timer – Name  Speech Evaluator 1 – Name  General Evaluator – Name    12:10 SPEAKER 1 - Name – 5-7 Minutes  12:17 TABLE TOPICS – Name  3-4 Questions – 1-2 Minutes each response  12:27 GEVERAL EVALUATOR --Name  Introduce Evaluation team and reports  Speech Evaluator 1 – 2-3 Minutes  Grammarian/Word of the Day Report - 1-2 Minutes  Ah Counter Report - 1-2 Minutes  Timer Report - 1-2 Minutes  General Evaluator Report - 2-3 Minutes  12:40 TOASTMASTER – MEETING SUMMARY --TBD  12:45 Questions and Answers, Member Applications, Next Steps |
| --- | --- |