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 Toastmaster12:03 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 Minutes12:17 TABLE TOPICS – Name  3-4 Questions – 1-2 Minutes each response12:27 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 Minutes12:40 TOASTMASTER – MEETING SUMMARY --TBD12:45 Questions and Answers, Member Applications, Next Steps |
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