

ST. ALEXIUS TOASTMASTERS CLUB
MEETING OUTLINE



Theme: _____

SERGEANT AT ARMS introduces the Club President

PRESIDENT asks Toastmaster of the meeting _____ for invocation

PRESIDENT asks for Guests to be identified and introduced

PRESIDENT asks for the word of the meeting from the Wordmaster _____

PRESIDENT asks for the joke of the meeting from the Jokemaster _____

PRESIDENT presides over the Business Meeting:

- Secretary's Report
- Approval of Minutes
- Treasurer's Report
- Old Business
- New Business
- Adjourns Club Meeting

EDUCATIONAL PORTION OF MEETING BEGINS

PRESIDENT introduces the Toastmaster for the meeting _____

TOASTMASTER introduces meeting helpers, asks each to give brief summary of their role:

- WORDMASTER/GRAMMARIAN _____
- PARLIAMENTARIAN _____
- TIMER _____
- AH COUNTER _____
- GENERAL EVALUATOR _____

TOASTMASTER introduces Speakers:

SPEAKER #1 _____ TYPE OF SPEECH _____

Speech title: _____
EVALUATION WILL BE DONE BY _____

SPEAKER #2 _____ TYPE OF SPEECH _____

Speech title: _____
EVALUATION WILL BE DONE BY _____

TOASTMASTER asks for a Timer's Report _____

TOASTMASTER invites members to Vote for Best Speaker

TOASTMASTER introduces the Table Topics Master _____

TABLE TOPICS MASTER leads this portion of educational meeting

TOASTMASTER asks for a Timer's Report _____

TOASTMASTER invites members to vote for Best Table Topics Speaker

TOASTMASTER introduces General Evaluator _____

GENERAL EVALUATOR asks for the following reports:

SPEAKER #1 EVALUATOR _____

SPEAKER #2 EVALUATOR _____

GRAMMARIAN _____

AH COUNTER _____

PARLIAMENTARIAN _____

GENERAL EVALUATOR gives overall meeting report

TOASTMASTER asks for Timer's report _____

TOASTMASTER invites members to Vote for Best Evaluator and Toastmaster of the Meeting.
(Suggest that two people assist with tally of votes to minimize time involved.)

TOASTMASTER provides filler material during the vote counting.

TOASTMASTER presents awards for Best Speaker, Best Table Topics Speaker, Best Evaluator and Toastmaster of the Meeting

TOASTMASTER returns control of meeting to the Club President