

II. Structure of the Meeting

A. Opening

Sergeant At Arms: Opens the meeting with the Pledge of Allegiance.
Introduces Presiding Officer (President or Vice-President of Education).

B. Business Portion

Presiding Officer

1. Welcomes everyone to the meeting.
2. Cover old and new business.
3. Introduces guests.
4. Introduces Toastmaster.

C. Educational Portion

Toastmaster – Master of Ceremony

1. Gives overview of structure of the meeting (Table Topics, Speeches, and Evaluations).
2. Introduces Table Topic Master.

Table Topic Master

1. Gives brief explanation of Table Topics, timing, and lights.
2. Conducts table topics session by calling on participants not on the schedule.
3. Asks Timer if all participants qualified and calls for vote for Best Table Topics.
4. Returns control to Toastmaster.

Toastmaster

Introduces each speaker, giving Manual Number, Title, timing and lights.

Speaker #1

Toastmaster

Allows 1 minute for Toastmasters to write comments for each speaker and send the cup around the room.

Introduce Speaker #2

Speaker #2

Toastmaster—Minute for comments, introduce Speaker #3

Speaker #3

Toastmaster—Minute for comments.

1. Asks Timer if all participants qualified.
2. Calls for vote for Best Speaker.
3. Introduces General Evaluator

General Evaluator

1. Explains Evaluation Portion, timing and lights.
2. Makes general comments about the meeting.
3. Introduces each Evaluator.

Evaluator #1 – Evaluates Speaker #1, turns control back to General Evaluator

Evaluator #2

Evaluator #3

General Evaluator

1. Asks if all Evaluators qualified.
2. Calls for vote for Best Evaluator.
3. Calls for reports from:
 - a. Grammarian
 - b. Eh/Ah/Um Counter
 - c. Timer
4. Turns control back to Toastmaster.

Toastmaster—returns control to President or Presiding Officer

President

1. Thanks guest for attending and takes guest comments.
2. Presents awards.
3. Adjourn meeting.