

MASTER AGENDA



Sergeant At Arms

1. Call Meeting to order
 2. Invocation and pledge
 3. Ask **Toastmaster** to read schedule for the day
 4. Call on **Wordmaster** for word of the day
 5. Ask Members to introduce guests
 6. Introduce President
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President

1. Ask **Secretary** to read Minutes of previous meeting
 2. Ask for additions or corrections to Minutes
 3. Announcements and correspondence
 4. Committee reports
 5. Old business
 6. New business
 7. Closes business meeting and introduce the **Toastmaster**
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Toastmaster

1. If Guests are present, explain **Toastmaster** duties and call for all functionaries to do likewise (**General Evaluator, Topicsmaster, Evaluator, Timer, Grammarian**)
 2. Make introductory, creative comments to warm up the audience
 3. Introduce **Topicsmaster**.
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Topicsmaster

1. Conduct Tabletopics portion of meeting
 2. Explain H.A.R.D.R. acronym.
 3. Ask timer if all participants were in time
 4. Remind audience of each speaker's subject
 5. Call for vote on best Tabletopics Speech – pass votes to **Timer**
 6. Return control to **Toastmaster**
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Toastmaster

Declare 7-minute recess. Timer indicates end of 7 minutes

1. Bring meeting back to order
 2. Give short monologue and introduce each speaker
 3. Ask timer if all speakers were in time
 4. Call for vote on best speaker – pass votes to timer
 5. Introduces **Jokemaster**
 6. Introduce **General Evaluator**
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General Evaluator

1. Introduce **Evaluator** for each speaker
 2. Ask timer if all evaluators were within time
 3. Call for vote on best evaluation – pass vote to timer
 4. Call for full **Timer** report
 5. Evaluate functionaries and meeting in general
 6. Ask for an **Ah Counter/Grammarian** report
 7. Return control of the meeting to **Toastmaster**
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Toastmaster

1. Give awards for best Tabletopics, Evaluator, Speaker (in that order)
 2. Return control of the meeting to **President**
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President

1. Call for program for next week (**VP Education** reads)
2. Anything for the benefit of the group / announcements, etc.
3. Ask for comments from guests
4. Remind speakers to have manuals initialed by **VP Education**
5. Leave nametags on table & **\$1 for room** (members only)
6. Thought for the day
7. Adjourn the meeting