

Meeting Agenda Sample

- 7:00 Chair Calls Meeting to Order** John Doe
Chair's Welcome John Doe
Invocation and Pledge (optional) John Doe
Welcome Guests Jane Doe
- 7:05 Chair Introduces the Toastmaster of the Day**
Toastmaster of the Day Jane Doe
Joke Master (optional) John Doe
Returns control to the Toastmaster of the Day
- 7:10 Toastmaster Calls on Meeting Roles**
Ah-Counter Jane Doe
Grammarian Jane Doe
Timer Jane Doe
General Evaluator John Doe
First Evaluator Jane Doe
Second Evaluator John Doe
Third Evaluator Jane Doe
- 7:17 Toastmaster Introduces Speakers**
First Speaker (5-7 minutes) Jane Doe
Second Speaker (4-6 minutes) Jane Doe
Third Speaker (5-7 minutes) John Doe
Call for Timer's Report Jane Doe
Recap Speakers and Give Reminder to Vote
- 7:40 Toastmaster Introduces Table Topicsmaster** Jane Doe
Conduct Table Topics Session
Call for Timer's Report Jane Doe
Recap Speakers and Give Reminder to Vote
Returns control to the Toastmaster of the Day
- 8:05 Toastmaster Introduces the General Evaluator** Jane Doe
- 8:05 General Evaluator calls for Evaluations** John Doe
First Speaker's Evaluation (2-3 Minutes) Jane Doe
Second Speaker's Evaluation (2-3 Minutes) John Doe
Third Speaker's Evaluation (2-3 Minutes) Jane Doe
Recap Evaluators and Call for Submission of Votes

8:11 General Evaluator Calls for Reports

Timer John Doe
Jane Doe

8:11 General Evaluator Calls for Reports

Timer Jane Doe
Ah-Counter Jane Doe
Grammarian Jane Doe

8:14 General Evaluator Provides Report John Doe
General Evaluator provides meeting & leader evaluations
Returns control to the Toastmaster of the Day