**Club Name Club Number**

Club Meeting Theme

# Month, Day YYYY

**President**

Jane Doe

# VP Education

John Doe

# VP Membership

Jane Doe

# VP Public Relations

Jane Doe

# Secretary

John Doe

# Treasurer

Jane Doe

# Sergeant at Arms

John Doe

We meet every day of the week

from 00:00 to 00:00

Location can be found on our website www.oursite.org

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.

**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

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# 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

**8:17 Toastmaster Presents Awards** John Doe Best Evaluator

Best Table Topics Best Speaker Special Awards

Returns control to the Chair of the meeting

# 8:20 Chair Leads Club Business 8:45 Chair Adjourns Meeting

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