



Strictly Speaking Harrogate Toastmasters

Agenda **Date**

19:00 to 21:00

Meeting Theme: **theme**

Time	Role	Name	Speech No. CC/ AC	Role	Mins
19.00	Sgt at Arms			Calls meeting to order	1
19.01	Toastmaster			Opens Meeting; Welcome and introduction to Toastmasters.	3
	Grammarian			Word of the Day/Language	1
	Ah Counter			Explain role and power of pause	1
	Timekeeper			Introduction to Timing	1
	Toastmaster			Introduces Speakers	
	Speaker 1			Speech Title	
	Speaker 2			Speech Title	
	Speaker 3			Speech Title	
	Speaker 4			Speech Title	
	Timekeeper			Speech Timings	1
	Toastmaster			Voting and Feedback Slips	1
	Education			Educational Session	10
7.45	Break 10-15 minutes				
8.00	Sgt at Arms			Reconvenes Meeting	1
	Toastmaster			Welcomes back	1
	Table Topics Master			Introduces Theme and calls on Speakers	10 - 15
	Timekeeper			Speech Timings	1
	Table Topics Master			Voting	1
	Toastmaster			Introduces Evaluators	1
	Evaluator 1			Speech Evaluations	2, 2 ½, 3
	Evaluator 2				
	Evaluator 3				
	Evaluator 4				
	Evaluator TT				
	General Evaluator			Meeting evaluation	10
	Ah Counter			Feedback	2
	Grammarian			Feedback	2
	President			Awards	
	Toastmaster			Closing remarks	
8.55	President			Round robin – close	3-5