



Toasters of La Jolla, Club 895

<put date here>

Theme:
 <put theme here>

| Time | Function | Person | Description |
|---------------------------------|---|----------------------|--|
| 6:30 | Sergeant at Arms President Greeter Inspirational Quotester Jester President | | Opens meeting Welcome, General Business Introduces Guests Brief, inspirational quote (~1 minute) Funny Person, incites laughter (~1 minute) Turns Mtg. over to TM |
| 6:45 | Toastmaster General Evaluator Timer Grammarian Videographer | | Introduces Theme and Functionaries Explains Function, Introduces Functionaries Times TT, Speakers Evaluators Tracks word usage Videos Speakers & Evaluators |
| 6:55 | Toastmaster Speaker #1 Objectives: Speaker #2 Objectives: Speaker #3 Objectives: Timer | | Introduces Speakers Speech # __ - <Title> Speech # __ - <Title> Speech # __ - <Title> Timer's Report |
| Vote for Best Speech! | | | |
| 7:25 | Refreshment Break | | ALL be seated by 7:33 pm |
| 7:35 | Table Topics Master Timer Grammarian | | Asks the questions Timer's Report Who used the Word of the Day? |
| Vote for Best Impromptu Speech! | | | |
| 7:45 | General Evaluator Evaluator #1 Evaluator #2 Evaluator #3 Timer Grammarian | | Introduces Evaluators & Reports Evaluates Speaker #1 Evaluates Speaker #2 Evaluates Speaker #3 Timer's Report Grammarian's Report |
| Vote for Best Evaluation! | | | |
| 7:55 | General Evaluator | | Asks Sgt. at Arms to collect & count votes. Evaluates meeting, Thanks TM, Returns mtg. to Pres. |
| 8:00 | President | | Invites VPE to discuss Schedule. Announcements, Guest Comments, Award Presentation, Adjourn the meeting |
| 8:10 | Meeting Adjourned | Please help clean up | Post Toasties (Socializing) |

“Life’s a speech...talk it up!”