

TRINITY ODESSA TOASTMASTERS



Agenda March 9th, 2018

****PLEASE REMEMBER TO CHECK IN TO THE HOLIDAY INN ON FACEBOOK****

Time	Role	Member
7:55	Sargent at Arms 5 Minute Warning	Mark
8:00	Sargent at Arms Pledge of Allegiance Introduces the President (Stephen absent)	Mark
8:02	President Calls meeting to order – Welcome members and guests & introduces Toastmaster	Stephen Katona TM - Gaby
8:05	Toastmaster Introduces the Timer, Ah Counter, Grammarian/Word of the Day presenter.	T – Kaylee G A – Kell G – Parveen
8:06	Grammarian/WOD Introduces the Word of the Day	Parveen
8:08	Toastmaster Introduces the evaluation team: the General Evaluator and the Speech Evaluators .	GE- Elizabeth E1- Laurean E2- Stephen
5 min. Break	Get Coffee while Evaluators & Speakers chat	
8:13	Toastmaster Continues Introduces the speakers and gives control to Evaluator #1 for introduction of Speaker #1	Gaby
8:14	Evaluator #1 Describes the topic/purpose of the speech and introduces Speaker #1	Laurean
8:16	Speaker #1 The first of the prepared speeches	Jodi (speech #9 – persuasion)
8:23	Toastmaster Allows 90 sec. for “love notes” and collects Introduces Evaluator #2	Gaby
8:25	Evaluator #2 Describes the topic/purpose of the speech and introduces Speaker #2	Stephen
8:27	Speaker #2 The second of the prepared speeches	Kelly
8:35	Toastmaster Allows 90 sec. for “love notes” and collects Introduces the Table Topics Master	Gaby
8:36	Table Topics Master Call upon members to deliver 1-2 minute impromptu talks on a topic announced right before the member is	Arnie Milnes

	chosen.	
8:42	Toastmaster Introduces the General Evaluator	Gaby
8:43	General Evaluator Provides meeting and leadership evaluations. Calls or Evaluations: Evaluator #1 & #2	Elizabeth
8:44	Evaluator #1 Evaluates Speaker #1	Laurean
8:46	Evaluator #2 Evaluates Speaker #2	Stephen
8:49	General Evaluator Calls for reports: Timer, Ah-Counter, Grammarian.	Elizabeth
8:50	Timer Records the time of each role and reports times	Kaylee
8:51	Ah Counter Counts "ah", "um" and other verbal pauses	Kelly
8:52	Grammarian/WOD Provides grammar feedback on usage of Word of the Day and any unique phrases	Parveen
8:56	General Evaluator Makes general comments on meeting, Collect Ballots	Elizabeth
8:56	Toastmaster Presents awards, return meeting to President	Gaby
8:58	President Calls Laurean Callander for report regarding area Toastmaster club visitations	Stephen
9:08	Thanks guests for attending Closing Remarks & Adjourn	