

Typical Calgary Sunrise Toastmasters Meeting Agenda

- 6:43am** **Chairperson**
- 2 minute warning from Chair
- 6:45am**
- Chairperson calls meeting to order
 - Opening remarks
 - Review the agenda for additions or changes
 - Call for announcements
 - Guest introductions / will ask for comments at the meeting end
 - Theme and member introductions
- Introduction of the Toastmaster
- 6:55am** **Toastmaster – formal speech segment**
- Opening remarks; if guests present, more detailed explanation
 - Ask audience to provide personal evaluations via note paper
 - Go over timing (can ask Timer to present this info)
 - Introduce first Speaker (include manual info, objectives if relevant)
 - Backsell and introduce second Speaker
 - Backsell and turn meeting back to Chair
- Chair introduces the Table Topics Master
- 7:20am** **Table Topics Master – impromptu speech segment**
- Opening remarks; if guests present, more detailed explanation
 - Go over timing (can ask Timer to present this info)
 - Clarify whether heckling is allowed or not
 - Ask audience to vote for best speaker at end (only if 3 or more participate)
 - Introduce the topic and who is speaking
 - Backsell and repeat as necessary
 - Turn the meeting back to the Chair
- Chair introduces the General Evaluator
- 7:28am** **General Evaluator – evaluation segment**
- Opening remarks; if guests present, more detailed explanation
 - Call on Evaluators to give their evaluations of the speakers
 - Call on the Table Topics Evaluator
 - Evaluate the meeting and each of the positions
 - Call for the Grammarian's report
 - Turn the meeting back to the Chair
- 7:36am**
- Chair wraps up the meeting
 - Call for Table Topics winner
 - Call for guest comments
 - Fill the agenda for next week
- 7:42am**
- Introduce Thought for the Day (if on the agenda)
- 7:45am**
- Chair closes the meeting