

Subject: Crimson Toastmasters Club Open House March 21, 2017

Date: Saturday, March 11, 2017 at 9:53:45 AM Eastern Standard Time

From: Michele Biscoe CC ALB

To: Biscoe, Michele M.

Dear **Michele**,

Please sign up for a role for our meeting on March 21, which will be our club's open house. Light refreshments will be served, and I encourage you to bring a friend or colleague to enjoy our hospitality!

I have signed up for General Evaluator and will be happy to coach you if you sign up for an evaluation role (Evaluator, Ah Counter, Timer, or Grammarian). If you sign up for (or are thinking about signing up for) Toastmaster of the Day, Speaker, or Topics Master, and you have any questions, please let me know!

Did you know that our online agendas now give you the option of indicating whether or not you plan on attending the meeting? Give it a try! You can even indicate if you are "uncertain" whether you will attend.

Meeting agendas through June are now online. If you want to set a goal to give a speech this spring, why not sign up today?

Thank you,

Cheers,
Michele

See this complete meeting agenda at <http://crimson.toastmastersclubs.org/agenda-825896.html>

Are you planning to attend this meeting? (YES)



**Welcome to our Spring 2017 Open House! Thank you for signing up for a role!
Please bring a friend or colleague with you to our meeting!**

The mission of a Toastmaster Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

We will meet at **124 Mt Auburn Street, Room 603B (6th Floor).**

Time*	Role / Agenda Item for March 21, 2017	Member
12:30PM 12:34PM	President The president calls meeting to order; offers an invocation or introduces another	A small portrait of a woman with short brown hair and glasses, smiling.

	<p>member who has signed up in advance to offer an invocation; introduces guests; and finally introduces the Toastmaster, giving the latter control over the remainder of the meeting.</p> <p>► <i>Role filled by Donna K. Griesenbeck</i></p>	
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12:34PM **Invocation**
 12:35PM The person giving the invocation at the beginning of the meeting composes and then presents a non-denominational invocation at the beginning of the meeting.

12:35PM **Toastmaster**
 12:40PM The Toastmaster is the general host of the meeting and conducts the entire program. At the beginning of the meeting the Toastmasters introduces the General Evaluator, Ah-Counter, the Grammarian (Word of the Day), and the Timer. The members who are serving in each of these roles briefly explains their role for the benefit of any guests in the audience. The Grammarian gives the Word of the Day. The Toastmaster

The Grammarian presents a new or little known word for us to learn and records the number of times each person uses it during the meeting. This serves to increase everybody's vocabulary. At the end of the meeting the Gr

introduces the Humorist before the main speaking program begins. During the remainder of the meeting the Toastmaster conducts the speaking program, introducing each speaker as well as the Topics Master, and conducts the evaluation program, unless he or she has made prior arrangements to hand over the evaluation program to the General Evaluator.

ammarian reports on the frequency of word of the day usage.

12:40PM 12:41PM	Humorist The Humorist lightens up the meeting by telling a joke, sharing a funny story, anecdote, quote, or any other kind of humor.	Speakers present prepared speeches. Toastmasters International's Competent Communication Manual provides structure and guidance to improve skills such as organization,		12:49PM 12:57PM	Speaker #2 Speakers present prepared speeches. Toastmasters International's Competent Communication Manual provides structure and guidance to improve skills such as organization, vocabulary, vocal variety, and body language.	The Topics Master helps		1:12PM 1:15PM	General Evaluator The General Evaluator introduces the evaluation team members and evaluates the meeting and the general meeting. ► Recess Michael Biscotti , CC, J
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* All times are estimates until the agenda is finalized.

Attending: Michele Biscoe, CC, ALB

Not Attending:

Meeting Notes: