Welcome to our MDPW Toastmasters Club 654417 meeting!

Club Mission
We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

INSTRUCTION TO ENTER THE THEME: click the pencil icon and in the Meeting Agenda window. In the Meeting Description Tab the description section appears and simply overtype your theme over this INSTRUCTIONAL TEXT. Save and Close!

Please print out your own agenda - the Toastmaster will make a few copies for guests.

Time	Role / Agenda Item for January 25, 2015	Member
5:45PM	**Greeter**	
5:55PM	**Sergeant at Arms** Five Minute Call to Order Notice. At 6:00 p.m. Sergeant at Arms opens meeting and Introduces the TM.	
6:00PM	**"Toastmaster** Offers opening remarks.	
6:03PM	**Toast**	
6:04PM	**"Grammarian- Word of the Day"**	
6:06PM	**Joke**	
6:08PM	**"Toastmaster** Introduces the General Evaluator.	-
6:09PM	**"General Evaluator** Introduces the General Evaluator Role and members of the general evaluating team.	
6:11PM	**"Grammarian"** Explanation of the Grammarian role.	
6:12PM	**"Timer** Explanation of the Timer's role.	
	SPEECH PORTION OF THE EVENING	-
6:14PM	**"Toastmaster** Opens speech portion of the evening. Asks Speech Evaluator #1 to read speech objectives.	-
6:15PM	**"Speech Evaluator #1** Informs the audience of Speaker #1's speech objectives.	
6:16PM	**"Toastmaster** Introduces Speaker #1.	-
6:17PM	**Speaker #1**	
6:24PM	**"Toastmaster** Requests 2 minutes from Timer for written evaluation of Speech #1.	-
6:26PM	**"Toastmaster"** Asks Speech Evaluator #2 to read speech objectives.	-
6:27PM	**"Speech Evaluator #2** Informs the audience of Speaker #2's speech objectives.	
6:28PM	**"Toastmaster"** Introduces Speaker #2.	
6:29PM	**Speaker #2**	
6:36PM	**"Toastmaster** Requests 2 minutes from Timer for written evaluation of Speech #2.	-

Time	Role / Description	
6:38PM	**"Evaluator #3** Informs the audience of Speaker #3's speech objectives.	
6:39PM	**"Toastmaster** Introduces Speaker #3.	-
6:40PM	**Speaker #3**	
6:47PM	**"Toastmaster** Requests 2 minutes from Timer for written evaluation of Speech #3.	-
6:49PM	**"Toastmaster** Introduces the Table Topics Master.	-
	TABLE TOPICS PORTION OF THE EVENING	-
6:50PM	**"Table Topics Master** Explains Table Topics and the Topic for this evening.	
6:52PM	**Table Topics Speaker #1**	-
6:54PM	**Table Topics Speaker #2**	-
6:56PM	**Table Topics Speaker #3**	-
6:58PM	**Table Topics Speaker #4**	-
7:00PM	**Table Topics Speaker #5**	-
7:02PM	**Table Topics Speaker #6**	-
7:04PM	**Table Topics Master** Collects ballots.	-
	EVALUATION PORTION OF THE MEETING	-
7:05PM	**"Toastmaster** Asks Speech Evaluator #1 to offer evaluation of Speech #1.	-
7:06PM	**"Evaluator #1** Provides verbal evaluation of Speech #1.	-
7:09PM	**"Toastmaster** Asks Speech Evaluator #2 to offer evaluation.	-
7:12PM	**"Evaluator #2** Provides verbal evaluation of Speech #2.	-
7:15PM	**"Toastmaster"** Asks Speech Evaluator #3 to offer evaluation.	
7:18PM	**"Evaluator #3"** Provides verbal evaluation of Speech #3.	
7:21PM	**"Toastmaster** Introduces the Quizmaster for the evening.	-
7:22PM	**Quizmaster** Asks the members and guests questions about the evening's meeting to test listening skills.	
7:24PM	**"Toastmaster** Asks the Table Topics Master to announce the Table Topics winner for the evening.	-
7:25PM	**"Toastmaster** Asks General Evaluator to present the evaluation for the evening.	-
7:26PM	**"General Evaluator** Reintroduces the team.	-
7:27PM	**"Timer** Provides Timer's report.	-
7:28PM	**"Grammarian** Provides Grammarian report.	-
7:29PM	**"General Evaluator** Provides overall report.	-
7:32PM	**"Toastmaster**	-

	Guest(s) comments, if applicable.	
	BUSINESS PORTION OF THE MEETING	-
7:34PM	**"Toastmaster** Asks VP Education to review next meeting's roster.	-
7:36PM	**"Toastmaster** Club Officer Announcements.	-
7:38PM	**"Toastmaster** Announcements for the good of Toastmasters	-
7:44PM	**"Toastmaster** Guest(s) comments.	-
7:46PM	**Closing Thought**	
7:48PM	**"Toastmaster**	-
7:49PM (end)	Toastmaster adjourns the meeting.	