

## CHAIRMAN'S SCHEDULE

5:55 – Circulate to get members seated, get guests' names from Guest Host

5:59 – Give "one minute notice" that meeting will be starting

5:00 – (→ Gavel) Call Meeting to Order - Self Intro & Toastmasters Intro

- "Stand for Invocation" by TM \_\_\_\_\_
- & "Remain Standing for the Toast" by TM \_\_\_\_\_
- Introduction of Guests

5:05 Business Section – Secretary, TM \_\_\_\_\_

- Intro (Explain Bus. Section, guests can vote but not for \$ or constitution)
- Executive Reports / Committee Reports / Unfinished Business?
- New Business

5:25 Orders of the Day - Parliamentarian Report, TM \_\_\_\_\_

5:28 Introduce TT Master, TM \_\_\_\_\_

5:47 Thank TT Evaluator, TM \_\_\_\_\_

- Assign Toast & Reply to TM \_\_\_\_\_ and TM \_\_\_\_\_
- Humorist, TM \_\_\_\_\_

5:50 Declare 10 Minute Recess (→ Gavel)

7:00 (→ Gavel) Call for T&R from TM \_\_\_\_\_ & TM \_\_\_\_\_

7:05 Introduce Toastmaster, TM \_\_\_\_\_

*'Speeches and General Evaluator)*

7:55 Awards:

- Best Evaluator, TM \_\_\_\_\_ Chairman's Cup, TM \_\_\_\_\_
- Whitewash Brush, TM \_\_\_\_\_ Smut Cup, TM \_\_\_\_\_
- "Get On With It," TM \_\_\_\_\_ Actor, TM \_\_\_\_\_

7:58 Guests & Non Speakers

3:00 Call Meeting to End

- Important Issues for Next Week \_\_\_\_\_
- Chair and GE Next week, TM \_\_\_\_\_ and TM \_\_\_\_\_
- Reminder to Check Assigned Duty and Confirm Roles
- Thank Everyone and finish on an up-beat note (→ Gavel)