

A STANDARD TOASTMASTERS MEETING

Call to Order	
Invocation and Pledge	Sergeant at Arms*
Recognize President	
Business Session	President*
Read and Approve Minutes	Secretary
Treasurers Report (once a month)	Treasurer
Conduct Club Business	President
Education Session	Toastmaster*
Introduce Duties: Vote Counter/Timer	
Ah Counter/Gramarian	
Introduce Topics Master	
Table Topics	Topics Master*
Return Control to Toastmaster	
Call for Timer's Report on Table Topics	Toastmaster*
Call for Votes for Best Table Topics Speaker	
Recess for Meal	
Reconvene Meeting	
Introduce Speakers	
Speeches	Speakers*
Call for Timer's Report on Speeches	
Call for Vote for Best Speaker	Toastmaster*
Introduce General Evaluator	
Evaluation Session	General Evaluator*
Introduce Individual Evaluators	
Evaluations	Individual Evaluators
Call on Timer's Report on Evaluations	General Evaluator
Call for Votes for Best Evaluator	
Grammarian's report	Grammarian
Timer's Report	Timer
General Evaluation	General Evaluator*
Return Control to the Toastmaster	
Final Words	Toastmaster*
Vote Counter's Report	Vote Counter
Return Control to President	
Call on Guests	President*
The Last Word	President*
Adjourn	

*Speaker at Lectern