

**ST. ALEXIUS TOASTMASTERS CLUB**  
\_\_\_\_ MEETING OUTLINE

**Theme:**

SERGEANT AT ARMS introduces the Club President **Rob Hoffman**

PRESIDENT asks Toastmaster of the meeting \_\_\_\_\_ for invocation

PRESIDENT asks for Guests to be identified and introduced

PRESIDENT asks for the word of the meeting from the Wordmaster \_\_\_\_\_

PRESIDENT asks for the joke of the meeting from the Jokemaster \_\_\_\_\_

**EDUCATIONAL PORTION OF MEETING BEGINS**

PRESIDENT introduces the Toastmaster for the meeting

TOASTMASTER introduces meeting helpers, asks each to give brief summary of their role:

WORDMASTER/GRAMMARIAN \_\_\_\_\_

PARLIAMENTARIAN none this meeting

TIMER \_\_\_\_\_

AH COUNTER \_\_\_\_\_

GENERAL EVALUATOR \_\_\_\_\_

TOASTMASTER introduces Speakers:

SPEAKER #1 \_\_\_ TYPE OF SPEECH \_\_\_\_\_

Speech title: \_\_\_\_\_

EVALUATION WILL BE DONE BY \_\_\_\_\_

SPEAKER #2 \_\_\_ TYPE OF SPEECH \_\_\_\_\_

Speech title: \_\_\_\_\_

EVALUATION WILL BE DONE BY \_\_\_\_\_

TOASTMASTER asks for a Timer's Report \_\_\_\_\_

TOASTMASTER invites members to Vote for Best Speaker

TOASTMASTER introduces the Table Topics Master \_\_\_\_\_

TABLE TOPICS MASTER leads this portion of educational meeting

TOASTMASTER asks for a Timer's Report \_\_\_\_\_

TOASTMASTER invites members to vote for Best Table Topics Speaker

TOASTMASTER introduces General Evaluator \_\_\_\_\_

GENERAL EVALUATOR asks for the following reports:

SPEAKER #1 EVALUATOR \_\_\_\_\_

SPEAKER #2 EVALUATOR \_\_\_\_\_

GRAMMARIAN \_\_\_\_\_

AH COUNTER \_\_\_\_\_

GENERAL EVALUATOR gives overall meeting report

TOASTMASTER asks for Timer's report \_\_\_\_\_

TOASTMASTER invites members to Vote for Best Evaluator and Toastmaster of the Meeting.  
(Suggest that two people assist with tally of votes to minimize time involved.)

TOASTMASTER provides filler material during the vote counting.

TOASTMASTER presents awards for Best Speaker, Best Table Topics Speaker, Best Evaluator and Toastmaster of the Meeting

TOASTMASTER returns control of meeting to the Club President