

Toast of Jax Toastmasters Meeting Outline

TIME	PROGRAM SEGMENT	MINUTES
7:30	PRESIDENT – Calls meeting to order INVOCATOR – Leads invocation, pledge & mission statement PRESIDENT – Calls for introduction of guests	3 minutes
7:33	PRESIDENT Old Business New Business Committee Reports	7 minutes
7:40	PRESIDENT – Introduces Toastmaster of the meeting	1 minutes
7:41	TOASTMASTER Warms up the audience Reviews schedule and changes Introduces the Word of the Day Introduces the Table Topicsmaster	5 minutes
7:46	TABLE TOPICSMASTER Explains Table Topics and theme Conducts Table Topics session (Maximum of five participants) Returns control to Toastmaster of the Meeting	15 minutes
8:01	TOASTMASTER Calls for Timer's report Calls for vote for Best Table Topics Introduces each speaker – SPEAKERS Calls for Timer's report for Speakers Calls for vote for Best Speaker	35 minutes
8:36	FIVE MINUTE BREAK TOASTMASTER – Introduces the Evalumaster	6 minutes

8:42	<p>EVALUMASTER</p> <ul style="list-style-type: none"> Introduces each Speech Evaluator Calls for Timer's report for Evaluators Calls for vote for Best Evaluator Provides general comments on meeting Returns control to Toastmaster of the Meeting 	18 minutes
9:00	<p>TOASTMASTER</p> <ul style="list-style-type: none"> Introduces the Educational Speaker Calls for vote results and presents ribbons <ul style="list-style-type: none"> Word of the Day – Call on Grammarian for Best Use Best Table Topics Best Evaluator “Drum Roll, Please” Best Speaker Returns control to the President 	7 minutes
9:07	<p>PRESIDENT</p> <ul style="list-style-type: none"> Invites guests to comment Calls for Ah-Counter's report Calls for closing comments/announcements Calls for Joke of the Day 	8 minutes
9:15	Adjourns meeting	

God Bless you, God Bless this great country. We are the Toast of Jax Toastmasters, now go out and make the world a better place... and have fun doing it!!

Mission: To provide a mutually supportive and positive learning environment, in which every member has an opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth, (and to have fun doing it!).