

# CHAIRMAN'S SCHEDULE

- 5:55 Circulate to get members seated; get Guests' names from Greeter
- 6:00 (→ gavel) Call Meeting to Order
- Self-Intro & Toastmasters Intro
  - “Stand for the Invocation” by TM.....
  - & “Remain standing for the Toast” by TM.....
  - Introduction of Guests → guests vote, but not \$ or constitution
- 6:05 Business Section
- a. Executive Reports?
  - b. Committee Reports?
  - c. Unfinished Business? Secretary .....
  - d. New Business
- 6:25 Order of the Day: End of the Business Meeting
- Parliamentarian Report, TM.....
- 6:28 Introduce Table Topics Master, TM .....
- (Table Topics)*
- 6:47 Thank Table Topics Evaluator, TM .....
- Assign Toast & Reply to .....
  - Humourist, TM .....
- 6:50 Declare 10-minute Recess (→ gavel)
- 7:00 (→ gavel) Call for Toast & Reply from .....
- 7:05 Introduce Toastmaster, TM .....
- (Speeches & General Evaluator)*
- 7:55 Awards:
- |                     |                         |
|---------------------|-------------------------|
| (Smut Cup).....     | (Whitewash Brush) ..... |
| Best Evaluator..... | Chairman's Cup .....    |
- Guests & Non-Speakers
- Guest .....
- Guest .....
- 8:00 Call Meeting to End
- important issues for next week
  - check their assigned duty
  - thank everyone and finish on up-beat note ..... (→ gavel)