





Enniscorthy Toastmasters Outline of Meeting



1	President opens meeting, calls on Guest Greeter, Notes changes in Agenda and Introduces Toastmaster for the Evening
2	Toastmaster takes control of meeting - Introduces helpers, calling on each of them to come forward to the podium and explain their role
3	Timekeeper - Ah Counter - Grammarian - General Evaluator - <i>Guest Greeter, Topicsmaster</i>
4	Introduce Speaker 1 _____ Read Objectives - Give Title of Speech Give a few relevant facts about speaker
5	Allow 1-2 minutes for Evaluation Slips to be filled in
6	Introduce Speaker 2 _____ Read Objectives - Give Title of Speech Give a few relevant facts about speaker
7	Allow 1-2 minutes for Evaluation Slips to be filled in
8	Introduce Speaker 3 _____ Read Objectives - Give Title of Speech Give a few relevant facts about speaker
9	Allow 1-2 minutes for Evaluation Slips to be filled in
10	Introduce Speaker 4 _____ Read Objectives - Give Title of Speech Give a few relevant facts about speaker
11	Allow 1-2 minutes for Evaluation Slips to be filled in
12	Introduce Evaluators 1 _____ 2 _____ 3 _____ 4 _____
13	Welcome Tea Break <i>Remind people to leave up Evaluation Slips</i>
14	Reconvene Meeting in 10-15 minutes 
15	Introduce Topicsmaster with a few well chosen words
16	Remind Topicsmaster to present award for best participant
17	Call on helpers to come to podium and give their reports <i>Time Keeper, Ah Counter / Grammarian</i>
18	Call on EVP to give report and arrange agenda for next meeting
19	Call on General Evaluator to give report on the entire meeting
20	Remind General Evaluator to give prize for best evaluator
21	Hand back control of meeting to President, after thanking your helpers
22	President Closes Meeting 

Hints: Toastmaster remains standing until addressed by helper/speaker signifying passing of control.
Toastmaster leads applause for each helper/speaker.