

President Opens meeting	
Introduces toastmaster	
Thank President	
Introduce Helpers	
Time keeper	
Grammarian	
Topicsmaster	
General Evaluator	
Introduce Speakers	
Speaker 1	
Name & details	
Stage, manual, project	
Objectives	
Time	
Speech Title	
Announce 2 minutes for completion of evaluation slips	
Speaker 2	
Name & details	
Stage, manual, project	
Objectives	
Time	
Speech Title	
Announce 2 minutes for completion of evaluation slips	
Speaker 3	
Name & details	
Stage, manual, project	
Objectives	
Time	
Speech Title	
Announce 2 minutes for completion of evaluation slips	

Speaker 4	
Name & details	
Stage, manual, project	
Objectives	
Time	
Speech Title	
Announce 2 minutes for completion of evaluation slips	
Introduce Evaluators	
Evaluator 1 (name)	Evaluating (name)
	Speech Title
Evaluator 2 (name)	Evaluating (name)
	Speech Title
Evaluator 3 (name)	Evaluating (name)
	Speech Title
Evaluator 4 (name)	Evaluating (name)
	Speech Title
Announce tea break	Call meeting to resume after tea break
Introduce topics session and topicsmaster	
Remind topicsmaster to make award for best answer	
Reports from helpers	Call on helpers to come to the podium to make their reports
Timekeeper	
Grammarian	
General Evaluator	
Remind General Evaluator to present award to best evaluator	
Thank helpers	
Hand back control of the meeting to the president	