



Toastmasters of La Jolla, Club 895
 <put date here>

Theme:
 <put theme here>

Time	Function	Person	Description
6:30	Sergeant at Arms President Greeter Inspirational Quotester Jester President		Opens meeting; leads Pledge Welcome, General Business Introduces Guests Brief, inspirational quote (~1 minute) Funny Person, incites laughter (~1 minute) Turns Mtg. over to TM
6:45	Toastmaster General Evaluator Timer Grammarian Videographer		Introduces Theme and Functionaries Explains Function, Introduces Functionaries Times TT, Speakers Evaluators Tracks word usage Videos Speakers & Evaluators
6:55	Toastmaster Speaker #1 Objectives: Speaker #2 Objectives: Speaker #3 Objectives: Timer		Introduces Speakers Speech # __ - <Title > Speech # __ - <Title > Speech # __ - <Title > Timer's Report
Vote for Best Speech!			
7:25	Refreshment Break		ALL be seated by 7:33 pm
7:35	Table Topics Master Timer Grammarian		Asks the questions Timer's Report Who used the Word of the Day?
Vote for Best Impromptu Speech!			
7:45	General Evaluator Evaluator #1 Evaluator #2 Evaluator #3 Timer Grammarian		Introduces Evaluators & Reports Evaluates Speaker #1 Evaluates Speaker #2 Evaluates Speaker #3 Timer's Report Grammarian's Report
Vote for Best Evaluation!			
7:55	General Evaluator		Asks Sgt. at Arms to collect & count votes. Evaluates meeting, Thanks TM, Returns mtg. to Pres.
8:00	President		Invites VPE to discuss Schedule. Announcements, Guest Comments, Award Presentation, Adjourn the meeting
8:10	Meeting Adjourned	Please help clean up	Post Toasties (Socializing)

"Life's a speech...talk it up!"