

# Westside Toastmasters Meeting Format

- 7:00** Sgt-At-Arms calls meeting to order to introduce President
- Any opening thoughts may be presented
- 7:05** President - Reviews Club Business
- Asks guests to introduce themselves
  - Asks for Club Officer reports
  - Unfinished and new business
  - Announcements
  - Introduces Toastmaster
- 7:15** Toastmaster
- Briefly explains the three parts of the meeting, and any theme
  - Introduces the Filler Word Counter
  - Introduces the Grammarian / Word Master
  - Introduces the Joke Master
  - Introduces the Table Topics Master
- 7:20** Table Topics Master
- Gives the purpose of Table Topics and explains subject
  - Asks timer to explain timing rules for Table Topics
  - Directs a topic to each of the participants (describe topic first, then pick participant)
  - Give guests the option to participate
  - Asks the Timer if all of the participants qualified for the vote
  - Calls for the vote on Best Table Topics speaker
  - Announces a 10 minute recess starting in the range of 7:50pm to 8:00pm
- 8:00** Toastmaster Calls Meeting To Order
- Gives the purpose of the formal speeches
  - Asks the Timer to explain the timing rules for speeches
  - Introduces the speakers, one by one. Give each person's name, speech number and purpose, and title of speech
  - Solicits written feedback from members after each speech is delivered
  - Asks the Timer if all of the speakers qualified for vote
  - Calls for the vote on the Best Speaker, (First and Second Best speaker, if 4 or more)
  - Introduces the General Evaluator
- 8:30** General Evaluator
- Gives the purpose of evaluations
  - Asks the Timer to explain timing rules for evaluations
  - Introduces the Evaluators, one by one.
  - Asks the Timer if all Evaluators qualified and calls for the vote on Best Evaluator
  - Introduces the Grammarian and the Filler Word Counter for their respective reports
  - Briefly evaluates the entire meeting
  - Returns control to the Toastmaster
- 8:50** Toastmaster presents awards
- Best Table Topics
  - Best Evaluator
  - Best Speaker
  - Returns control to President
- 8:55** President
- Asks guests for comments or feedback
  - Makes any additional announcements
  - Asks Educational Vice-President to announce next week's schedule
  - Asks for closing thought and adjourns meeting.