

Agenda: Ballito Toastmasters Club Meeting

Date: _____ at 18h00; Hybrid Event



| | |
|--------------|------------------------|
| Theme: _____ | Word of the Day: _____ |
|--------------|------------------------|

| Session One | | | | | |
|-------------|--------|-------------|---|---------|-----------|
| Time | Member | Role | Event | | |
| 17:30 | | | Arrive and registration | | |
| 18:00 | | SAA | SAA calls meeting to order and hands over to President | | |
| 18:02 | | President | Welcomes guests, opening comments, hands over to Toastmaster | | |
| 18:04 | | Toastmaster | Introduces the Theme of the Day | | |
| 18:06 | | VPE | Confirms agenda | | |
| 18:07 | | Grammarian | Grammarian to give Word of the Day and explains the role | | |
| 18:09 | | Ah counter | Explain the Ah Counter role | | |
| 18:11 | | Toastmaster | Introduces Pathways Speaking Programme and Timekeeper to explain timing | | |
| 18:12 | | Timekeeper | Explains the Times for Speeches | | |
| 18:13 | | Toastmaster | Toastmaster to introduce the speaking program | | |
| Time | Member | Duration | Speech | Project | Evaluator |
| 18:14 | | 5 - 7 mins | | | |
| 18:22 | | 5 - 7 mins | | | |
| 18:30 | | 5 - 7 mins | | | |
| 18:38 | | 5 - 7 mins | | | |
| 18:46 | | 5 - 7 mins | | | |
| Time | Member | Role | Event | | |
| 18:54 | | Toastmaster | Toastmaster to request times. Introduces the Furbusher | | |
| 18:55 | | Furbusher | Introduction of Guests. Hands back to the Toastmaster | | |
| 19:00 | | Toastmaster | Calls to break. | | |

COMFORT BREAK

10 min

| Session Two | | | |
|-------------|--------|-------------|---|
| Time | Member | Role | Event |
| 19:10 | | SAA | Calls meeting to order and hands over to the Toastmaster |
| 19:11 | | Toastmaster | Toastmaster hands over to the General Evaluator |
| 19:12 | | GE | General Evaluation and Feedback Session |
| 19:14 | | Timekeeper | Explains the times for Evaluations |
| 19:15 | | Evaluator | Evaluation: 1 (2 to 3 min) |
| 19:19 | | Evaluator | Evaluation: 2 (2 to 3 min) |
| 19:23 | | Evaluator | Evaluation: 3 (2 to 3 min) |
| 19:27 | | Evaluator | Evaluation: 4 (2 to 3 min) |
| 19:31 | | Evaluator | Evaluation: 5 (2 to 3 min) |
| 19:35 | | GE | GE to request times and hands over to the Toastmaster. |
| 19:36 | | Toastmaster | Introduces the Table Topics Master |
| 19:37 | | TTM | Introduces the Table Topics Session. Timekeeper to explain timing |
| 19:45 | | Timekeeper | Explains the times for Table Topics |
| 19:46 | | Toastmaster | Introduces General Evaluator |
| 19:47 | | GE | GE to introduce the Grammarian and Ah Ha Counter |
| 19:48 | | Grammarian | Grammarian Report |
| 19:50 | | Ah counter | Ah Counter Report |
| 19:52 | | GE | General Evaluator Meeting Feedback |
| 19:55 | | Toastmaster | Chairman closing remarks. |
| 19:57 | | President | On a Point. Meeting adjourned. |