**Club Name Club Number**Club Meeting Theme

**Month, Day YYYY**

### **President**

Jane Doe

## **VP Education**

John Doe

### **VP Membership**

Jane Doe

## **VP Public Relations**

Jane Doe

### **Secretary**

John Doe

### **Treasurer**

Jane Doe

### **Sergeant at Arms**

John Doe

We meet every   
day of the week

from 00:00 to 00:00

Location can be found   
on our website

[www.oursite.org](http://www.oursite.org)

Toastmasters International

[www.toastmasters.org](http://www.toastmasters.org)

**Club Mission**

We provide a supportive and positive learning experience   
in which members are empowered to develop communication and leadership skills, resulting in greater   
self-confidence and   
personal growth.

**7:00 Chair Calls Meeting to Order** John Doe

Chair’s Welcome John Doe

Invocation and Pledge (optional) John Doe

Welcome Guests Jane Doe

**7:05 Chair Introduces the Toastmaster of the Day**

Toastmaster of the Day Jane Doe

Joke Master (optional) John Doe

Returns control to the Toastmaster of the Day

**7:10 Toastmaster Calls on Meeting Roles**   
 Ah-Counter Jane Doe

Grammarian Jane Doe

Timer Jane Doe

General Evaluator John Doe

First Evaluator Jane Doe

Second Evaluator John Doe

Third Evaluator Jane Doe

**7:17 Toastmaster Introduces Speakers**

First Speaker (5-7 minutes) Jane Doe

Second Speaker (4-6 minutes) Jane Doe

Third Speaker (5-7 minutes) John Doe

Call for Timer’s Report Jane Doe

Recap Speakers and Give Reminder to Vote

**7:40 Toastmaster Introduces Table Topicsmaster** Jane Doe

Conduct Table Topics Session

Call for Timer’s Report Jane Doe

Recap Speakers and Give Reminder to Vote

Returns control to the Toastmaster of the Day

**8:05 Toastmaster Introduces the General Evaluator** Jane Doe

**8:05 General Evaluator calls for Evaluations** John Doe

First Speaker’s Evaluation (2-3 Minutes) Jane Doe

Second Speaker’s Evaluation (2-3 Minutes) John Doe

Third Speaker’s Evaluation (2-3 Minutes) Jane Doe

Recap Evaluators and Call for Submission of Votes

**8:11 General Evaluator Calls for Reports**

### **President**

John Doe

## **VP Education**

John Doe

### **VP Membership**

Jane Doe

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Jane Doe

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Timer Jane Doe

Ah-Counter Jane Doe

Grammarian Jane Doe

**8:14 General Evaluator Provides Report** John Doe

General Evaluator provides meeting &   
 leader evaluations

Returns control to the Toastmaster of the Day

**8:17 Toastmaster Presents Awards** John Doe

Best Evaluator

Best Table Topics

Best Speaker

Special Awards

Returns control to the Chair of the meeting

**8:20 Chair Leads Club Business**

**8:45 Chair Adjourns Meeting**