

Central Penn Toastmasters General Meeting Agenda Club # 2118

President	Call meeting to order
Opening Exercises	Inspiring message, Word of the Day, lead Pledge of Allegiance
President	Introduce guests Introduce Toastmaster of the Day
Toastmaster of the Day	Act as general host and conduct the entire program Introduce the TAG team: Timer, Ah Counter, and Grammarian – they each describe their roles Introduce the Joke Master
Joke Master	Tell a joke
Toastmaster	Introduce the Table Topics Master
Table Topics Master	Explain table topics and the theme of the questions prepared Ask 3-5 members who are not already filling a speaking assignment to answer the questions; invite guests to participate Return control to the Toastmaster of the Day
Toastmaster Speaker #1	Introduce the first speaker Speech Presentation
Toastmaster Speaker #2	Introduce the second speaker Speech Presentation
Toastmaster Speaker # 3	Introduce the third speaker Speech Presentation
Toastmaster	Return from the break and introduce the General Evaluator who will then take control of the meeting
General Evaluator	First introduce Evaluator #1
Evaluator #1	Evaluate Speaker #1 Reintroduce the General Evaluator
General Evaluator	Introduce Evaluator #2 and #3 in the same manner When Evaluator #3 is finished then, Call for TAG team reports from the Timer and Ah Counter/Grammarian Make a general evaluation of the overall meeting Return control to the President
President	Club business/Members Speak Out/Closing remarks Thank guests for attending and invite them to comment on the meeting

MEETING IS ADJOURNED