



# GOLDEN GATE TOASTMASTERS

District 4 | Division E | Area E5 | Club 56

11 - March 2009 | 6PM – 8PM

## WELCOME

6:00 – 6:01 PM	<b>Call to Order</b> Convene Meeting & Introduction of President	<b>Sergeant-at-Arms</b> <name1>
6:01 – 6:05 PM	<b>Opening Remarks</b> Welcome Guests, Announcements & Officer Reports	<b>President:</b> <name2>
6:05 – 6:10 PM	<b>Meeting Overview</b> Welcome & Introduction of Functionaries <ul style="list-style-type: none"><li>• Ballot Counter</li><li>• Grammarian</li><li>• Timer</li><li>• Ah Counter</li><li>• Videographer</li></ul>	<b>Toastmaster:</b> <name3> <name4> <name5> <name6> <name7> <name8>
6:10 – 6:12 PM	<b>Two-Minute Special:</b> “<title>”	<name 9>
6:15 – 6:49 PM	<b>Table Topics</b>	<b>Table Topics Master:</b> <name10>
	<b>Call for Vote - Best Table Topics Speaker</b>	
6:49 – 6:59 PM	<b>Break</b>	
6:59 – 7:00 PM	<b>Call to Order</b> Reconvene Meeting & Reintroduction of Toastmaster	<b>Sergeant-at-Arms:</b> <name1>
7:00 – 7:30 PM	<b>Presentation of Prepared Speeches</b> <Title 1> <Title 2> <Title 3>	<b>Toastmaster:</b> <name3> <name11> <name12> <name13>
	<b>Call for Vote – Best Speaker</b>	
7:30 – 7:50 PM	<b>General Evaluator</b> Overview of Evaluations of Speakers & Meeting <ul style="list-style-type: none"><li>• Evaluator #1</li><li>• Evaluator #2</li><li>• Evaluator #3</li></ul>	<name14> <name15> <name16> <name17>
	<b>Call for Vote – Best Evaluator</b> Functionary Reports & Overall Evaluation	
7:50 – 7:53 PM	<b>Awards Presentation</b> Best Table Topics Speaker Best Evaluator Best Speaker Reintroduction of President	<b>Toastmaster:</b> <name3>
7:53 – 8:00 PM	<b>Closing Remarks</b> Guest Comments, Next Week’s Schedule & Adjournment	<b>President:</b> <name2>
8:00 PM	<b>END OF MEETING</b>	

### Meeting Etiquette Reminders

- Please turn off cell phones prior to the meeting.
- Clickers (noise makers) are used to signal verbal crutches for all speakers except prepared speeches and guests.
- Guests are welcome to participate in Table Topics after active members have spoken and if time permits.