



President

John 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

**Toasters
International**
www.toastmasters.org

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.

Foothill Toastmasters Club 1475

**Date
Time**

7:00	President Calls Meeting to Order Invocation and Pledge (optional) Welcome Guests	John Doe John Doe Jane Doe
7:05	President Introduces the Toastmaster Toastmaster of the Day Joke master (optional)	Jane Doe John Doe
7:10	Toastmaster Introduces the Ah-Counter Grammarians Timer General Evaluator	Jane Doe Jane Doe Jane Doe John Doe
7:15	Toastmaster Introduces Evaluators & Speakers Evaluator 1 Speaker 1 Evaluator 2 Speaker 2	Jane Doe Jane Doe Jane Doe Jane Doe
7:30	Toastmaster Introduces Table Topics Conduct Table Topics Session Returns control to the Toastmaster	Jane Doe
7:45	Toastmaster Introduces the General Evaluator General Evaluator calls for reports: Timer Ah-Counter Grammarians General Evaluator provides meeting & leader evaluations Returns control to the Toastmaster	
7:55	Toastmaster Presents Awards Returns control to the President	
8:00	President Makes Closing Remarks and Meeting Adjourns	