First Oakville Toastmasters Club 2245

Thursday Month DD, YYYY

Theme: ***"Imagine"***

Chairman:	*Chair*	Toastmaster:	*Toastmaster*
TableTopics:	*TableTopics Master*	General Evaluator:	*General Evaluator*
Grammarian:	*Grammarian*	Parliamentarian:	*Parliamentarian*
Timekeeper:	*Timekeeper*	Quizmaster:	*Quizmaster*
Sgt. At Arms:	*Sgt At Arms*	Secretary:	*Secretary*
Asst Sgt. At Arms:	*Asst Sgt. At Arms*		

7:30pm	Call to Order / Introduction of Chairman	*Intro. Chair*
	Opening Remarks	*Chair*
	Introduction of Officers	
	Introduction of Guests: _____ _____ _____	
	Toast to a Famous Canadian: _____	*Toast*
	Grammarian: Word for the Evening _____	*Grammarian*
	Jester	*Jester*
	Speaking Out	*Speaking Out*
7:45	Table Topics	*TableTopics Master*
7:58	Business Session	*Chair*
	Reading of Previous Meetings Minutes	*Secretary*
	Business Arising from Minutes	
	Reports: Executive / Standing Committee / Special Committee	
	New Business	
8:17	Parliamentarian's Report	*Parliamentarian*
8:20	Recess	
8:30	Prepared Speeches – Toastmaster	*Toastmaster*
	Speakers / Evaluators	
	Speaker 1 / Evaluator 1	
	Speaker 2 / Evaluator 2	
	Speaker 3 / Evaluator 3	
	Speaker 4 / Evaluator 4	
	Timekeeper's Report	*Timekeeper*
9:05	Evaluations - General Evaluator	*General Evaluator*
	Speech Evaluations	
	Timekeeper's Report	*Timekeeper*
9:20	Quizmaster's Report	*Quizmaster*
9:23	Grammarian's Report	*Grammarian*
9:26	General Evaluator's Report	*General Evaluator*
9:34	Awards	*Toastmaster*
	Guests Comments / Closing Remarks	
9:40	Adjournment	*Chair*