

Los Oradores _____
TOASTMASTERS

Club #7987
District #19

Bilingual
Spanish/English

General Agenda

6:30 PM

PRESIDENT

1. Gavel the meeting to order
2. Welcome everyone
3. Ask for introductions of guests
4. Introduce “invoker”
5. Request reading of minutes from previous meeting (Secretary)
6. Request reports from officers and committees
7. Request old business
8. Request new business
9. Introduce the Toastmaster _____

6:50 PM

TOASTMASTER

1. Initial comments
2. Announce who will be participants:
 - a. Grammarian/ah counter _____
Request word of the day.
 - b. General evaluator _____
 - c. Evaluator _____
 - d. Timer _____
(Request explanation of times)
3. Introduce first speaker _____
4. Introduce second speaker _____
5. Introduce Table Topics Master _____
6. Introduce General Evaluator _____

7:15 PM

GENERAL EVALUATOR

1. Introduce the other Evaluator
2. Present your evaluation
3. Request times from timer
4. Request Grammarian’s report
5. Make general comments on meeting
6. Return control to the Toastmaster

7:35 PM

TOASTMASTER

Return control to the President

PRESIDENT

1. Thank guests for attending and allow them to comment if they choose to do so.
2. Read schedule for next meeting
3. Gavel meeting to conclusion

7:45 PM