

Bohemian Toastmasters Open House – October 23, 2006: Agenda

Role	Person	Section/Role Description	Comments	Minutes	Time
		ARRIVAL, REFRESHMENTS		15	18:15–18:30
		INTRODUCTION SECTION			18:30–18:52
Chairperson	Juwana	Calls the meeting to the order, welcomes attendees, reads the mission statement, leads the business portion of meeting, including reports and announcements.		4	
Word of the Day/ Introduction Circle	Monika	Introduces and explains the word of the day, which is used during the introduction circle and during other speeches. Prepares a simple question for the introduction circle and tracks usage of the word of the day.	1-minute introduction of word of the day 15-minute introduction circle	16	
Professional Tip of the Day	Leigh Ann	Introduces and explains a helpful hint for the workplace.		2	
		SPEAKING SECTION			18:52–19:18
Toastmaster	Karin	Guides the speaking portion of the meeting, introduces the speakers and contributors, giving short information about the speakers and the objectives of their speeches. Conducts voting for best speaker.		5	
Table Topics Master	Guneet	Prepares a topic for impromptu (unprepared) speeches, usually several separate questions related to the topic chosen. Asks speakers to speak for approximately 2 minutes with an opening, body and conclusion. Conducts voting for best table topics speaker.	1-minute introduction of topic with 2 speakers giving 1–2 minute speeches	5	
Speaker I	Monika	Presents a prepared speech according to the Toastmasters manual (speech 3).	5–7 minutes + 1 minute for feedback	8	
Speaker II	Karin	Presents a prepared speech according to the Toastmasters manual (speech 8).	5–7 minutes + 1 minute for feedback	8	
		EVALUATION SECTION			19:18–19:43
General Evaluator	Juwana	Leads the evaluation session. Calls evaluators, timer and grammarian. Evaluates the meeting and other roles. Conducts voting for best evaluator.		5	
Table Topics Evaluator	Paul	Evaluates the topic chosen, the table topics master's presentation and the speakers. Announces best table topics speaker.	1 minute of feedback for table topics master and each speaker	5	
Evaluator I	Leigh Ann	Evaluates the speaker according to the Toastmasters manual.	2–3 minutes	3	
Evaluator II	Paul	Evaluates the speaker according to the Toastmasters manual.	2–3 minutes	3	
Timer	Milan	Measures time limits and reports timing of meeting participants. Uses color cards to indicate time (green, yellow, red).		1	
Grammarian	Monika	Tracks grammatical mistakes made during the meeting, explains grammatical rules and incorrect usage and counts filler words (um, ah, you know, etc.).		3	
Quiz Master	Yvonne	Prepares questions for participants about what was said in the meeting.		3	
Closing Thought	Miroslav	Closes the meeting with an inspiring thought, idea, quotation, joke, song.		2	
		BUSINESS SECTION			19:43–20:00
	Juwana	Dues and charter process		4	
	Leigh Ann	Officers		4	
		Questions and answers		6	
		Assignment of roles for next meeting		3	
		REFRESHMENTS, INDIVIDUAL QUESTIONS, SOCIALIZING		30	20:00–20:30