

**The Chicago Toastmasters  
District 30 - Division C - Area 4 - Club 3559**

**STANDARD DETAILED AGENDA**

**The ABC's of a Chicago Toastmasters Meeting**

- A. BUSINESS CHAIRPERSON
  - \* Conduct business meeting
  
- B. TOASTMASTER
  - 1. Introductory remarks
  - 2. Review agenda and fill open/vacant roles
  - 3. Introduce for brief explanation of role:
    - \* Word of the Day
    - \* Invocation/Quote/Joke of the Day
    - \* Table Topics Master
  - 4. Introduce General Evaluator
  
- C. GENERAL EVALUATOR
  - 1. Explanation of General Evaluator role
  - 2. Introduce members of evaluation team for brief explanation of their roles:
    - \* Grammarian/Ah Counter
    - \* Timer
      - Table Topic Talks : 1 - 2 minutes
      - Speech Evaluations : 3 - 4 minutes
      - Speeches : varies - see manual
    - \* Vote Counter
  
- D. TOASTMASTER
  - \* Introduce member presenting Word of the Day
  
- E. MEMBER PRESENTING WORD OF THE DAY
  
- F. TOASTMASTER
  - \* Introduce member presenting Invocation/Quote/Joke of the Day
  
- G. MEMBER PRESENTING INVOCATION/QUOTE/JOKE OF THE DAY
  
- H. TOASTMASTER
  - \* Introduce Speaker #1
  
- I. SPEAKER #1 SPEAKS

## The Chicago Toastmasters

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### J. TOASTMASTER

- \* Remind Members/Guests to provide feedback to Speaker.
- \* (If there is a 2nd and/or 3rd Speaker, Toastmaster follows same steps as executed for Speaker #1)
- \* Vote for best Speaker

### K. TOASTMASTER

- \* Introduce Table Topics Master

### L. MEMBER PERFORMS ROLE OF TABLE TOPICS MASTER

- \* Conduct Table Topics
- \* Review and hold vote for best Table Topics speaker

### M. TOASTMASTER

- \* Introduce General Evaluator

### N. GENERAL EVALUATOR

- \* Introductory remarks
- \* Introduce Evaluator for Speaker #1

### O. EVALUATOR FOR SPEAKER #1

### P. GENERAL EVALUATOR

- \* (If there are evaluations for additional Speakers, the General Evaluator follows same steps as executed for the Evaluator of Speaker #1)
- \* Vote for best Evaluator
- \* Call for Grammarian/Ah Counter's report

### Q. GRAMMARIAN/AH COUNTER'S REPORT

- \* Present report

### R. GENERAL EVALUATOR

- \* Call for Timer's report

### S. TIMER'S REPORT

- \* Present report

### T. GENERAL EVALUATOR

1. Evaluate Business Chairperson, Toastmaster, Table Topics Master
2. Provide overall evaluation of meeting

U. TOASTMASTER

1. Call on Vote Counter to announce best Table Topics Speaker (present award to recipient)
2. Call on Vote Counter to announce best Speaker (present award to recipient)
3. Call on Vote Counter to announce best Evaluator (present award to recipient)

V. BUSINESS CHAIRPERSON

- \* General Announcements (e.g., upcoming events)
- \* Invite Guest comments
- \* Adjourn meeting

*This document was prepared by Scott Langan, CTM, and David Briars, CTM, on July 8, 2000. It was revised on July 23, 2000.*