

## Airpark Chatter Toastmasters

Theme: Cars

April 7, 2011

Time	Function	Functionary
12:00 PM	<b>Presiding Club Officer</b> Opening comments, announcements, introduce guests	Andrew
12:12 PM	<b>Toastmaster</b>  Ah Counter Wordmaster/Grammarians Ballots & Inspiration Timer/Jokemaster General Evaluator	Malcolm  Nicole Mike F Heidi Veronica Lenny
12:20 PM	<b>Table Topics Master – 15 minutes (each participant 1-2 min.)</b> Explain Table Topics: Timing and Word of the Day Table Topics Questions Wordmaster's Report: Everyone used the word of the day? Timer's Report: Everyone within time? <b>Vote: Best Table Topics</b>	Jeff  Mike F Veronica
12:35 PM	<b>Speeches (Ice Breaker (4-6 min), Speech 2- 9 (5-7 min), Speech 10 (8-10 min))</b> <i>Introduction by Speech Evaluator</i> 1. Speech #2 : " <b>Walking - And you thought it was just another way to get around</b> " (5-7 minutes) Two minutes for written evaluation <i>Introduction by Speech Evaluator</i> 2. Speech #3 : " <b>One Loyal Hero</b> " (5-7 minutes) Two minutes for written evaluation <i>Introduction by Speech Evaluator</i> 3. Speech #4 : " <b>Walk a Mile</b> " (5-7 minutes) Two minutes for written evaluation Timer's Report: What were the <b>exact</b> times for each Speaker? <b>Vote: Best Speaker and Most Improved Speaker</b>	Dana  Helen  Brad Jennifer  Jamie Eric  Veronica
1:05 PM	<b>Evaluations (Each 2-3 min.)</b> Introduce Evaluators (Toastmaster introduces evaluators) 1. Evaluating <b>Helen's</b> Speech 2. Evaluating <b>Jennifer's</b> Speech 3. Evaluating <b>Eric's</b> Speech Timer's Report: What were the <b>exact</b> times for each Evaluator? <b>Vote: Best Evaluator</b>	Dana Brad Jamie Veronica
1:15 PM	<b>Closing Remarks</b> Overall Ah Counter Report Overall Grammarian's Report General Evaluator Meeting Summation <b>Toastmaster – Announce &amp; Present Awards</b>	Nicole Mike F Lenny
1:25 PM	<b>Presiding Club Officer</b> Closing & Guest Comments (if applicable) Preview Next Meeting	Andrew Guest
1:30 PM	<b>Adjourn</b>	

