



WALWORTH COUNTY
TOASTMASTERS CLUB

New Officer Inductions

Wednesday, June 16, 2010

Location: VIP SERVICES

811 E Geneva St

Elkhorn, Wisconsin



Before 6:30 ◇CL CR	Find your CL Evaluator: Befriend a Guest	Review meeting assignments and obtain related materials. Timer: ◇CL CR Grammarian: ◇CL CR
6:30 (1)	Master Host's Welcome: Bente Goldstein CC	Call meeting to order; extend welcome; warm up audience. Ask CL participants to pass manual to their evaluators.
6:31 (2-3) ◇CL CR	Toastmaster's Warm Up: Barb Pajor ACB/CL	The "Master of Ceremonies" – Warm up audience; provide theme or message for the evening; Continue making all transitions.
6:34 (3)	Pledge of Allegiance Motivational Message	Lead the group in the Pledge, asking all to rise and face the flag. Then deliver an encouraging message for attendees to help them "be the best" that they can be. Return meeting to TM.
6:37 (1-2)	Word Master:	Provide "Word of the Day," including pronunciation and definition. Return meeting to TM.
6:39 (1-2)	Reading Master:	Provide a short reading (poetry, prose, etc.). Return meeting to TM.
6:41 (2-3)	Joke Master:	Provide a joke or humorous story. Return meeting to TM.
6:44 (4-6)	Table Topics Master: Linda Kaplan CC/CL	Select a few members to provide theme related responses to clearly stated questions. Return meeting to TM.
6:50 (38) Requires: Intros: 4*1=4 Speech: Max = 28 Eval Comp: 4*1=4 Misc: 2	Toastmaster (<i>handles all transitions</i>) Speaker #1 (5-7) Sheila Keefe CC Speaker #2 (5-7) Bill Tamulis Speaker #3 (5-7) Bruce Bradshaw ACS Speaker #4 (5-7) Don Deller CC	TM Notes: For each speech: 1. Inform audience of Speaker's name and speech title. 2. Have Evaluator rise and read objectives and target time. 3. Formally introduce speaker to come forward by stating name and speech title with introduction provided. 4. After each speech, allow 1 minute for audience to complete evaluation forms. 5. After last speech, have evaluation forms forwarded to speakers. Introduce the General Evaluator (GE). *Speakers: Be sure to have VP ED Linda Kaplan, cc/cl initial completion of your speech in your manual.
7:28 (14) ◇CL CR (all roles) Assumes 4 Speakers ^A : Evals: 4 *2 = 8 Timer: 1 Grammarian: 2 General/GE: 3	General Evaluator (GE): Bente Goldstein CC Evaluator for Sheila Keefe Pat Swan ACS/CL Evaluator for Bill Tamulis Linda Kaplan CC/CL Evaluator for Bruce Bradshaw Evaluator for Don Deller	GE Notes: 1. Introduce each speech evaluator who will rise and invite the designated speaker also to rise (in place). 2. Each evaluator will provide a 2-minute verbal evaluation and then return control to GE. 3. GE asks for the Timer and Grammarian reports. 4. GE provides an overall meeting evaluation. 5. GE passes control of meeting to TM.
7:42 (5-7)	Joan Hartman (Incoming Area Governor) Stever Marks (Outgoing Area Governor)	New Officer Inductions President: Pat Swan, VP of Education: Bill Tamulis Secretary/Treasurer: Kelly Possehl VP of Public Relations: Mark Hoyord VP of Membership: Barb Pajor Master Host:
7:49 (3)	Toastmaster's Closing: Barb Pajor ACB/CL	Make closing remarks to audience; turn meeting control over to President.
7:51 (9)	President's Remarks & Closing: Pat Swan ACS/CL	Present awards; Conduct Business Meeting; Solicit Guest Remarks and Members' Feedback/Questions; Solicit Next Meeting's Toastmaster; Close.
8:00 Adjournment		