



**“Sample Demo Meeting Agenda”
Toastmasters Meeting
Date: To be determined
12:00pm Mountain Standard time
Meeting Theme: “To be determined”**

Toastmaster opens the meeting:		Brian Fegan DTM
12:02 pm	Opening Remarks - _____ Company Club Sponsor	_____
12:04 pm	Brief Introduction of Toastmasters	Brian Fegan DTM
12:07 pm	Speaker (5-7 mins):	_____
	Speech Title:	
12:14 pm	Table Topic Master (4-speakers max)	_____
12:24 pm	Speech Evaluator (max of 2 mins)	_____
12:26 pm	Table Topic Evaluator- Summary rather than individual evaluations (3 mins)	_____
12:29 pm	Timer Report:	_____
12:30 pm	Executive Comments	_____
12:35 pm	Question and Answer Period	Brian F/_____
12:48 pm	Next Steps	Brian F/ (Company Rep)
	Member Applications (may be done in advance?) Future meeting time & Dates Next meeting agenda Please contact _____ to complete membership registration	
1:00pm	Adjourn the meeting	