



Pacers Toastmasters

Meeting Structure

Every meeting is a meticulously planned event, complete with an agenda and etiquette formatted after the U.S. Congressional and Senatorial meetings.

Timing Guide:

1 min	Call to Order: By the Sergeant-at-Arms. Introduces the President or Officer.
1-3 min	Welcome: By the President or Officer. Introduces the meeting's Toastmaster.
2-5 min	Toastmaster: The host of meeting. Will explain the structure of the meeting. Guests are asked to introduce themselves.
2-3 min	Inspirational Thought: Member gives a mini-speech to motivate the audience.
	Toastmaster: Introduces the Table Topics Master.
	Table Topics: Questions or situations posed by the Table Topics Master. Members not otherwise scheduled as Featured Speakers have an opportunity to present one- to two-minute impromptu talks. Guests have the option to participate.
	Toastmaster: Vote for Best Table Topics (bottom-most section of voting ballot).
	<i>~ 5 minute Intermission ~</i>
	Toastmaster: Calls the meeting to order. Introduces Featured Speakers.
	Featured Speakers: Prepared Speeches. Most speeches are 5 to 7 minutes; advanced speeches are 8 to 10 min. Speakers receive the Competent Toastmaster (CTM) Award after completing 10 speeches.
	Toastmaster: Vote for Best Speaker. Turns control of the meeting over to the General Evaluator.
2 min	General Evaluator: Explains how evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.
2-3 min	Evaluators: Give suggestions and comments to help the Featured Speakers can improve and grow.
	General Evaluator: Vote for Best Evaluator. Introduces the Grammarian and Timer.
2 min	Grammarian's Report: umm..., ahhh..., and..., like, you know...
2 min	Timer's Report: Over and under--Table topics: 1-2 min., Speeches: 5-10 min, Evaluations: 2-3 min.
2-4 min	Evaluation of Meeting: By the General Evaluator. Critiques every aspect of the meeting, how the meeting went, and how it can be improved.
	Toastmaster: Regains control of the meeting. Asks for Ballot Counter's results.
2-3 min	Awards: Best Table Topics. Best Evaluator. Best Speaker.
3-5 min	Business & Adjournment: By the President or Officer. Please come again as a guest.

Table Topics Tip: When you see the green card, you may stop at any time.

Etiquette: The speaker should not leave the lectern until the next speaker has arrived and have shaken hands.