

## Scheduling a one hour Toastmaster Meeting

These notes are based on 5-7 minute speeches. If you have speakers speaking longer, you will have to adjust the times accordingly. **Evaluations should start between 40 and 45 minutes after the hour.**

Toastmaster One Hour Meeting With Two Speakers		Toastmaster One Hour Meeting With Three Speakers	
7:00	Opening	7:00	Opening
7:02	Invocation / Pledge	7:02	Invocation / Pledge
7:04	Introduction of Toastmaster	7:04	Introduction of Toastmaster
7:06	Introduction of Theme	7:06	Introduction of Theme
7:10	Introduction of General Evaluator	8:08	Introduction of General Evaluator
7:13	General Evaluator Team Intro	7:09	General Evaluator Team Intro
7:14	Introduction of Speaker	7:10	Introduction of Speaker
7:21	Speaker	7:17	Speaker
7:22	Introduction of Speaker	7:18	Introduction of Speaker
7:27	Speaker	7:25	Speaker
7:28	Introduction of Table Topics	7:26	Introduction of Speaker
7:30	Table Topics	7:33	Speaker
7:43	Introduction of General Evaluator	7:34	Introduction of Table Topics
7:45	Evaluations	7:35	Table Topics
7:51	General Evaluation	7:40	Introduction of General Evaluator
7:56	Evaluation Team Report	7:41	Evaluations
7:58	Closing	7:51	General Evaluation
		7:56	Evaluation Team Report
		7:58	Closing