

DEMONSTRATION MEETING OUTLINE



DATE: _____

OBJECTIVES:

- ▶ Demonstrate the components of a typical Toastmasters meeting.
- ▶ Illustrate the benefits and value of Toastmasters.
- ▶ Discuss the charter process.
- ▶ Assign charter meeting responsibilities (if applicable) and review specific responsibilities with each assignee.

TOPICS TO COVER:

- ▶ Charter process
- ▶ Explanation of key meeting roles
- ▶ See *A Toastmaster Wears Many Hats* (Item 1167D), *Competent Communication* (Item 225), *Competent Leadership* (Item 265), or www.toastmasters.org/meetingroles.

MEETING AGENDA:

Welcome

Introduction and Explanation of Key Meeting Roles

- ▶ Toastmaster:
- ▶ Timer:
- ▶ Ah-Counter and grammarian:
- ▶ General evaluator:
- ▶ Evaluator:
- ▶ Topicsmaster:

Table Topics™ Session

Introduction of Speaker

- ▶ Speaker:
- ▶ Evaluator:

General Evaluation

Discussion of Charter Process

- ▶ Explain Toastmasters International's dues structure, and determine club dues.

Questions and Comments

Additional meeting outlines are found at www.toastmasters.org/newclubs.