

# DEMONSTRATION MEETING OBJECTIVES AND SAMPLE AGENDA

MEETING DATE: \_\_\_\_\_

## OBJECTIVES:

- ▶ Demonstrate how a typical Toastmasters meeting is run.
- ▶ Show the benefits and value of being a Toastmasters member.
- ▶ Discuss the charter process.

## MEETING AGENDA:

### Explanation and assignment of key meeting roles

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

### Table Topics™ Session

#### Introduction of Speaker

- ▶ Speaker (Name):
- ▶ Evaluator (Name):

### General Evaluation

#### Discussion of the Charter Process

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

### Additional Resources:

- ▶ *A Toastmaster Wears Many Hats* (Item 1167D)
- ▶ Features, Benefits and Value Chart
- ▶ Club Experience Video