**TMOD Script/Notes using Typical Agenda**

(Note: a few weeks prior the TMOD is to solicit speakers & other volunteers to ensure a successful meeting. Additionally, the TMOD prepares the Agenda for the meeting.)

**LIST OF ACTIVITIES: ROLE** (with “SCRIPT”/notes):

**11:30 AM Call to Order SOA**

**11:30 AM Welcome & Bus. Meeting President**

* Welcome guests, introductions
* Any business to be discussed

**11:44 AM Toastmaster of the Day TMOD**

* introduces the WOD & TOD “speaker”

**11:45 AM Word of the Day WOD**

* Explains WOD purpose & use, writes on board

**11:47 AM Thought of the Day TOD**

**11:50 AM PREPARED SPEECHES TMOD** introduces 1st speaker & evaluator:

* **TMOD** introduces speaker 1, the project, the goals for the project, the evaluator, the durations, and the title

**Speech 1** After Speaker 1:

* **TMOD** introduces next speaker, the project, the goals for the project, the evaluator, the durations, and the title

**… …**

**Speech 3** After Speaker 3 (or last speaker):

* **TMOD** reminds attendees about the voting (for Best Speaker, Best Table Topic, Best Evaluator)
	+ Regarding Best Speaker: remind voters to vote for the speaker that best achieved his/her project objectives, not the person who "spoke best."
* **TMOD introduces TTM**

**12:10 PM Table Topics TTM**:

* Give TT purpose/background & runs TT
* **TTM** returns meeting to the **TMOD** who introduces **GE**

**12:30 PM General Evaluator GE:**

* Introduces each of the individual evaluators

**Speech 1 evaluation SE1** evaluates speaker 1

**Speech 2 evaluation SE2** evaluates speaker 2

**Speech 3 evaluation SE3** evaluates speaker 3

 **GE** introduces each of the individual evaluators:

**Grammarian Report GMR** gives Grammarian Report

**Whisker Counter Report WC** gives Whisker Counter Report

**Timer Report TMR** gives Timer Report

**GE** returns meeting to the **TMOD** who thanks everyone for their support and participation and hands meeting to the President

**12:50 PM Presentation of Awards President:**

* asks the **BC** for the results & presents awards
* Adjournment: Thanks & next meeting date