



MEETING No. XXX - Date: XX/XX/20XX

**CHATSWOOD COMMUNICATORS - *Educating Excellence***

For agenda changes please contact VPE Alison Lavick 9427 9494 or 0406 99 99 44

For Club and Speechcraft enquiries please contact Club on 0424 189 413

Please be seated by 7:00 pm. Turn Off Mobile Phones. Manuals To Evaluators

**Birthdays -**

**New info: upcoming events etc**

**Theme of meeting:**

TIME	MINS	ITEM	TOASTMASTER	
		<i>Camera Operator 1st Half</i>		
6:30pm	30	Supper and Social time		Page reference for CL Manual
7:00pm	2	Sergeant At Arms Call To Order		
	4	Chairman's Welcome, Club Mission and Agenda Confirmation		27,34,45,52,63
	4	Visitor Introductions		46
	2	Word of The Day		
	2	Induction of new members		
	3	The Entertainer		
	10	Educational:		
7.25pm	5	Toastmaster:		
		Speakers (CL Manual 28,33)	Evaluators (2-3 mins each)	(CL Manual 12, 17, 22, 52)
	5-7	A Speech #3 [Get to the point]	A	
	5-7	B Speech #1 [Icebreaker]	B	
	5-7	C Speech #6 [Vocal variety]	C	
	2	Timer		27
	6	General Evaluator		18,23,33,45,53,63
8.10pm	5	BREAK		
		<i>Camera Operator 2nd Half</i>		
8.15pm	1	Sergeant At Arms Call To Order		
	1	Chairman Welcome Back		27,34,45,52,63
	3	Toast		
	5	Toastmaster:		
		Speakers (CL Manual 28,33)	Evaluators (2-3 mins each)	(CL Manual 12, 17, 22, 52)
	5-7	A Speech # [Advanced]	A	
	5-7	B Speech # [Advanced]	B	
8.45pm	15	Impromptu Speaking Leader (Table Topics) (each speaker has 1 minute)		29,34,46
	3	Grammarian		
	5	The Listener		
	1	Word of the Day Count		
	2	Timer		27
	5	General Evaluator		18,23,33,45,53,63
	1	Voting slips completed and collected by		
	2	Announcements, Presentations	ALL	
	2	Visitors' Comments	Visitors	
9.30pm	2	Meeting Awards		

**Apologies:** Members who have advised they are unable to make the meeting.

**Quote of the Day**