# [Insert Club Name]

# Open-House Meeting – 01/09/2017

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| **Agenda** |
| 19:00 | President’s Introduction | Florian Bay | 03:00 | 04:00 | 05:00 |
| 19:05 | Toastmaster of the Meeting | Jill Segal | 02:00 | 02:30 | 03:00 |
| 19:10 | Timekeeper – Explains role | Andy O’Sullivan | 01:00 | 01:30 | 02:00 |
| 19:12 | Grammarian – Explains role | John Lynch | 01:00 | 01:30 | 02:00 |
| 19:14 | Harkmaster – Explains role | Kavita Madhavi | 01:00 | 01:30 | 02:00 |
| 19:16 | Speech: Once upon a December | Joe Bloggs | 05:00 | 06:00 | 07:00 |
|  | *Competent Communicator – 2 – Research Your Topic* |   |   |   |
| 19:24 | Speech: Facing the Fear | Eleanor Handslip | 08:00 | 09:00 | 10:00 |
|  | *Competent Communicator – 10 – Inspire Your Audience* |   |   |   |
| 19:35 | Timekeeper report on speeches | Andy O’Sullivan |   |   | 01:00 |
| 19:36 | Evaluation of Joe’s speech | Mary McMahon | 02:00 | 02:30 | 03:00 |
|  | Interactive evaluation session |  | 03:00 | 04:00 | 05:00 |
| 19:45 | Evaluation of Eleanor’s speech | Terry Pullin | 02:00 | 02:30 | 03:00 |
|  | Interactive evaluation session |  | 03:00 | 04:00 | 05:00 |
| 19:54 | Timekeeper report on evaluations | Andy O’Sullivan |   |   | 01:00 |
|  | **BREAK** |  |  |  |
| 20:10 | Table Topics Master | Yvonne O’Garro | 02:00 | 02:30 | 03:00 |
|  | 15 - 20 Table Topics Speakers |  | 01:00 | 01:15 | 01:30 |
| 20:35 | Timekeeper report on Table Topics | Andy O’Sullivan |   |   | 01:00 |
| 20:36 | Grammarian report | John Lynch | 02:00 | 02:30 | 03:00 |
| 20:39 | Harkmaster report | Kavita Madhavi | 02:00 | 02:30 | 03:00 |
| 20:42 | General Evaluator | Pedro Servera | 05:00 | 06:00 | 07:00 |
| 20:50 | Guest Introduction, awards and particpation ribbons followed by Q&A | All | 06:00 | 08:00 | 10:00 |
|  |  |   |   |   |
| 21:00 | Meeting Close & Networking |  |  |  |  |