[date]

**Meeting Theme: [enter theme]**

Word of the Day: [WOD]; *[definition]*

President’s Call to Order: XXXXXX

Inspiration and Pledge: XXXXX

Introduction by Toastmaster: XXXXX

Helpers

Grammarian: XXXX



Ah Counter: XXXX

Timer: XXXX

Vote Counter: XXXX

Speaker 1: [name]

Title: “XXXX”

[type and time]

Speaker 2: [name]

 Title: “XXXX”

 [type and time]

Table Topics: [name]

Participants: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluations

Master Evaluator: [name]

Evaluator 1: [name]

Evaluator 2: [name]

Reports & Presentation of Ribbons

Joke Master: XXXX