



Venio Dictum Toastmasters Club Agenda

Approx. start time	Time allotted	Role	Toastmaster
6:10	1 min	Introduce President	
		Welcome	
		Invocation	
	1 min	Toast	
		Introduction of Guests	
		Humour	Open to All
	2 min	• Grammarian •	D U T I E S
	2 min	• Timekeeper •	
	2 min	• Gruntmaster •	
	2 min	Toastmaster's Tip	
	2 min	Parliamentarian's Tip	
	10 min	Business Session	
		Table Topics Master	
	5 min	Table Topics Evaluator	
7 min	General Evaluator (on 1 st half)		
7:05	10 min	•••• BREAK ••••	•••••
7:15	2 min	Introduction of Toastmaster	
	3 min	Toastmaster	
		Speaker #1	
		Speaker #2	
		Speaker #3	
	3 min	Evaluator #1	
	3 min	Evaluator #2	
	3 min	Evaluator #3	
	3 min	• Grammarian •	R E P O R T S
	3 min	• Timekeeper •	
	3 min	• Gruntmaster •	
	5-7 min	General Evaluator	
	1 min	Toastmaster conclusion	
	2 min	Concluding remarks/adjourn	