Introduction (6:00 – 6:10 pm)

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| Toastmaster: | **Your Name** |

Speeches (6:10 – 6:35 pm)

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| Speaker 1: | **SPEAKER #1** |  |
| Title: | Speech Title | Time: X-Y minutes |
| Speech #: | # X – Manual Speech Title | Manual: Competent Communication |
|  |  |  |
| Speaker 2: | **Speaker #2** |  |
| Title: | Speech Title | Time: X – Y minutes |
| Speech #: | # X- Manual Speech Title | Manual: Advanced ‘Speaking to Inform’  |
|  |  |  |
| Speaker 3: | **Speaker #3** |  |
| Title: | Speech Title | Time: X – Y minutes |
| Speech #: | # X- Manual Speech Title | Manual: Competent Communication |

Table Topics (6:35 – 6:55 pm)

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| Topics Master: | **Name** | Time: 1 – 2 minutes each |

Evaluation (6:55– 7:20 pm)

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| Evaluator 1: | **Name** | Evaluating Speaker 1: Speaker #1 Name | Time: 2 – 3 minutes |
| Evaluator 2: | **Name** | Evaluating Speaker 2: Speaker #2 Name | Time: 2 – 3 minutes |
| Evaluator 3: | **Name** | Evaluating Speaker 3: Speaker #3 Name | Time: 2 – 3 minutes |

|  |  |  |
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| General Evaluator: | **Name** |  |
| Grammarian: | **Name** | Time: 1 – 2 minutes |
| Ah-Counter: | **Name** | Time: 1 – 2 minutes |
| Timer: | **Name** | Time: 1 – 2 minutes |
| General Evaluation: | **Name** | Time: 3 – 4 minutes |

Closing (7:20– 7:30 pm)

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| Club President: | **Name** |