Mercury Toastmasters Agenda: General Outline for the Evening

7:15 pm	**Doors open**
7:45	**Opening by Presiding Officer** - Welcome guests - Business affairs - Hand over to Toastmaster of the Evening
7:50	**Introduction by Toastmaster of the Evening** - Introduce TME role, Theme of the Evening, and Functionaries - Grammarian - Listener - Ah-Counter - Timer - Camera Operator - Mention forms for Written Evaluations and Voting
7:55	**Speech section led by Toastmaster of the Evening** - Ask Evaluator to read objectives and timing - Introduce the Speaker - Call for 90 seconds for written evaluations - Repeat - Ask audience to vote for Best Speaker
8:35	**Adjournment led by Toastmaster of the Evening** - Call for joke/thought/tip of the day - 10 minute break with juice and cookies; please mingle
8:50	**Continuation led by Toastmaster of the Evening** - Welcome everyone back - Hand over to Table Topics Master
8:55	**Table Topics Section led by Table Topics Master** - Explain Table Topics purpose, method, timing - Conduct Table Topics asking speakers to the front - Ask audience to vote for Best Table Topics Speaker - Hand over to General Evaluator
9:05	**Evaluation Section – TT Master hands over to General Evaluator** - GE explains evaluation purpose, method, timing - GE calls upon Speech Evaluators in turn - Ask audience to vote for Best Evaluator - Call for Functionaries reports - Ask audience to vote for Best Functionary - Have ballots collected - Give General Evaluation of meeting - Hand over to Presiding Officer
9:35 **9:45**	**Closing and Adjournment by Presiding Officer** - Plan next meeting - Announce winners - Call for Guests' comments - Ask everyone to help clean up room - Mention pub and invite all to join us there for small talk - Adjourn until next meeting