



**EAGLE TOASTMASTERS CLUB LAGOS NIGERIA**  
**MEETING AGENDA – <DATE>**  
**THEME: <THEME>**

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<b>Sergeant @ Arms</b> <Name>	* Call to order / Call for National Anthem / Introduces the President	2mins
<b>President</b> <Name>	* Inspirational thought: <b>“For everything there is a season, and a time for every purpose under heaven”</b>	3mins
	* Mission of Toastmasters Club / A Toastmaster’s Promise	3mins
<b>Toastmaster</b> <Name>	* Take Control, Introduce General Evaluator	2mins
<b>General Evaluator</b> <Name>	* Introduce Team, Invite each to explain role	2mins
<b>Grammarian</b> <Name>	* Explain the Grammarian’s role & give word of the day	2mins
<b>Time Keeper</b> <Name>	* Explain the Timekeepers role & give time keeping rules	2mins
<b>AH Counter</b> <Name>	* Explain Ah Counter’s role & give Ah rules	2mins
<b>Vote Counter</b> <Name>	* Explains and controls Table Topics Session [call for vote]	20mins
<b>Toastmaster</b> <Name>	* Introduce Table Topics Master	1min
<b>Topics Master</b> <Name>	* Explains and controls Table Topics Session [call for vote]	20mins
<b>Topics Evaluator</b> <Name>	* Evaluates Table Topics Session	2-3mins
<b>Toastmaster</b> <Name>	* Calls on Acting Sergeant of Arms to welcome guests	1min
<b>Sergeant @ Arms</b> <Name>	* Introduce and welcome guests	10mins
<b>Toastmaster</b> <Name>	* Closes first part of meeting	1min

\*\*\* **5 MINUTES BREAK** \*\*\*

**\*\*\* PREPARED SPEECHES \*\*\***

**Toastmaster** <Name> \* Introduce Speakers 2mins

	<b>SPEAKER</b>	<b>TIME</b>	<b>EVALUATOR</b>	<b>TIME</b>
[1]	<Name>	(Speech # ..) 5-7mins	<Name>	2-3mins
[2]	<Name>	(Speech # .. ) 5-7mins	<Name>	2-3mins
[3]	<Name>	(Speech # .. ) 5-7mins	<Name>	2-3mins
[4]	<Name>	(Speech # .. ) 5-7mins	<Name>	2-3mins

**Toastmaster** <Name> → Call for votes for “Best Speaker” }  
 → Call on General Evaluator to take over meeting } 1min

**General Evaluator** <Name> → Call for votes for “Best Evaluator” }  
 → Call team members to give their report } 1min

**Grammarian** <Name> → Deliver the Grammarian’s Report 2mins

**Time Keeper** <Name> → Deliver the time keepers Report 2mins

**AH Counter** <Name> → Deliver the Ah Counter’s Report 2mins

**General Evaluator** <Name> → Evaluate entire meeting, Returns control to Toastmaster 5mins

**Toastmaster** <Name> → Announce winners for Best Speech & Best Evaluator }  
 → Return Control of meeting to the President } 3mins

**President** <Name> \* Make Announcements/Entertain Questions / Closing Remarks 10mins

**PASS ON THE LIGHT! BRING A GUEST!! EXTEND A HAND OF FELLOWSHIP!!!**

You are welcome to our meetings on the 1<sup>st</sup> & 2<sup>nd</sup> Saturday of every month. Interested in becoming a Toastmaster?  
 Contact the President, TM Remi Abere (08050654660 – [remi\\_abere@yahoo.com](mailto:remi_abere@yahoo.com)) or Vice President Education, TM Paul Uduk (08033075133 – [puduk@gmail.com](mailto:puduk@gmail.com) or  
 Vice President – Public Relations TM Amaechi Okobi (08055570346 – [asabamon@yahoo.com](mailto:asabamon@yahoo.com)) for information on how to do so.