

NON-STD TIMES (Varied Speeches)	BUS. MEETING (4 speakers)	STANDARD TIMES (5 7-min speeches)	<b>Timeline Guide for The Austin Toastmasters Weekly Meeting</b>
			<b>Theme:</b> _____
<b>6:02</b>	<b>6:22</b>	<b>6:02</b>	<b>1. Accept Meeting Control from Presiding Officer</b> Opening Remarks: _____ _____ Describe Meeting Format Introduce Supporting Roles <ul style="list-style-type: none"> <li>▪ GrammAh: _____</li> <li>▪ Timekeeper: _____</li> <li>▪ Vote Counter: _____</li> <li>▪ Videoguru: _____</li> </ul>
<b>6:10</b>	<b>6:30</b>	<b>6:10</b>	<b>2. Introduce Table Topics Master:</b> _____ Assist TT Master in tracking time (15 min ~ 6 topics, less for 10-min speeches)
6:25 for 7-min speeches – 6:20 for 10-min speeches	<b>6:45</b>	<b>6:25</b>	<b>3. Introduce Speakers</b> Speaker 1: _____ <ul style="list-style-type: none"> <li>▪ Intro: _____</li> <li>▪ Manual / Project / Time: _____</li> <li>▪ Title: _____</li> </ul> Speaker 2: _____ <ul style="list-style-type: none"> <li>▪ Intro: _____</li> <li>▪ Manual / Project / Time: _____</li> <li>▪ Title: _____</li> </ul> Speaker 3: _____ <ul style="list-style-type: none"> <li>▪ Intro: _____</li> <li>▪ Manual / Project / Time: _____</li> <li>▪ Title: _____</li> </ul> <p style="text-align: center;"><b>5-Minute BREAK</b></p> Speaker 4: _____ <ul style="list-style-type: none"> <li>Intro: _____</li> <li>Manual / Project / Time: _____</li> <li>Title: _____</li> </ul> Speaker 5: _____ <ul style="list-style-type: none"> <li>Intro: _____</li> <li>Manual / Project / Time: _____</li> <li>Title: _____</li> </ul> <p><b>ALL ON TIME?? CALL FOR VOTE!</b></p>
_:_	_:_	<b>7:16</b>	<b>4. Introduce General Evaluator:</b> _____ Assist GE in tracking time (27 min ~ 4 min per evaluator, adjust based on #)
_:_ No later than 7:43	_:_ No later than 7:43	<b>7:43</b>	<b>5. Present Ribbons to Winners</b> Best Table Topic, Best Evaluator, Best Speaker
_:_	_:_	<b>7:45</b>	<b>6. Return Control of Meeting to Presiding Officer:</b> _____