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| Northrise Toastmasters**Table Topics Contest *Date Here* 201X****Club # 1988, District 72** [**www.northrise-toastmasters.org**](http://www.northrise-toastmasters.org) |

***Welcome to Northrise Toastmasters,*** *the only Breakfast Club on the North Shore! We meet here at Massey University Albany every other Thursday at 6.45 am until 8.20 am*

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|  |  | Name | Timing (G,Y,R) |
|  |  | Hospitality | **xxxx** |  |
| **6.40** | Chief Judge briefs Judges, Counters and Timers Chair briefs Contestants & S@A | *Chair* |
| 6.42 | Sergeant at Arms  | Two Minute Call | *S @ A* |
| 6.45 | Sergeant at Arms  | Call Meeting to order, hand over to President | *S @ A* |
| 6.48 | President | Introductory comments, hands control to Chairman  | *President* |
| 6.50 | Chairman | 1. Agenda
2. Introduction of Guests (Hospitality)
3. Apologies
4. General Business:
 | *Chair**Hospitality* |  ½ , ¾ , 1 |
| 6.53 | Speech Competition | Chair introduces and summarizes procedure. | *Chair* | 1, 1½, 2 |
| 6.55 | *<Allow 4 mins each>* | Competitors’ Presentations with judging intervals 1 min & final 2 min | *Chair* | 1, 1.5, 2 +1 or 2(minimum 1.00maximum 2.30) |
| 7.30 |  | Counter/s collect & collate Judges’ ballots |  |  |
| 7.32 | Meeting Adjourned - Refreshment Break | Chief Judge and Counters retire | *CJ & Counter* | 5 min Break |
|  |
| 7.37 | Meeting Reconvened |  | Sergeant at Arms/ Chairman |  |
| 7.38 |  | Presentation of Results by Chair | *Chair* |  |
| 7.40 | Toastmaster |  | *TM Name* |  |
|  |  | **Prepared Speeches** | Speech # |  |  |
|  | Speaker 1 | ***Name (Bold)*** | No *#*  |  | 5, 6, 7 |
|  | Speaker 2 | *Name (Bold)* | No *#*  |  | 5, 6, 7 |
|  | Evaluator 1 | *Name* |  | 2,2½ ,3 |
|  | Evaluator 2 | *Name* |  | 2, 2½ ,3 |
| 8.05 | Table Topics | *<Optional, as time permits>* |  | 60,75,90 |
| 8.15 | Table Topics Evaluator |  |  | 3, 4, 5 |
| 8.18 | Chairman | Chair’s thanks to Judges, Officials & Contestants  | *Chair* |   |
| 8.19  |  | Hand control back to President | *Chair Name* |  |
| 8.20 | President Closes Meeting |  | *President Name* |  |
| ***Timekeeper/s*** *TK Name/s* | ***Counter/s Name/s*** |
|  | *Non-Rostered* | **xxxx, xxxx, xxxx** |