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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 1.00  maximum 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** | |