

Record of Toastmasters Meeting - Club # _____

Date: _____ Location: _____ Presiding Officer: _____

Roles & Responsibilities:

Toastmaster: _____ Invocator: _____

 Topicsmaster: _____ Time Keeper: _____
 Master Evaluator: _____ Time: _____ Umm n' Ahh Counter: _____

 Grammarian: _____ Word: _____ Vote Counter: _____

The Speeches:

Speaker	Speech	Manual/Non Manual	Expected Time	Actual Time	Evaluator	Time

Table Topics:

Table Topics Speaker	Time	Table Topics Speaker	Time

Winners:

Best Table Topic	Best Evaluator	Best Speaker

Guests:

_____	guest of	_____
_____	_____	_____
_____	guest of	_____
_____	_____	_____
_____	guest of	_____
_____	_____	_____

_____	guest of	_____
_____	_____	_____
_____	guest of	_____
_____	_____	_____
_____	guest of	_____
_____	_____	_____