

Agenda Instructions and Format

Items to include on agenda - may use the folded format template (separate file) or the full-page format shown below.

Area Contests:

Area Number

Area Director's Name

Club names/numbers/meeting times, etc.

Division Director's name

District Representative's name (obtain from Contest Date website)

Theme

Date/Time/Location of Contest

Type Contests (Humorous, Tall Tales, International, etc.)

Promotion for Division Contest (date/location, and possible theme)

Helpers' names (not necessary to give specific role)

Thanks to club/company if they provided contest location

District focus logo

DON'T include judges' names (only Chief Judge)

DON'T include education level of test speaker (if Evaluation Contest) or contestants

DON'T show club name by contestant's name.

Division Contests:

Division letter

Division Director's name

Areas and Area Directors' names

District Representative's name (obtain from Contest Date website)

Theme

Date/Time/Location of Contest

Type Contests (Humorous, Tall Tales, International, etc.)

Promotion for District Conference (date/location, and possible theme/logo)

Helpers' names (not necessary to give specific role)

Thanks to club/company if they provided contest location

District focus logo

DON'T include judges' names (only Chief Judge)

DON'T include education level of test speaker (if Evaluation Contest) or contestants

DON'T show club name by contestant's name.

SAMPLE ACCEPTED AGENDA FORMAT

Call to Order (person's name – AD, Contest Chair, etc.)
Pledge (optional) (person's name)
Invocation/inspiration (optional) (person's name)
Introduction of Contest Toastmaster (person's name)
Introduction of Dignitaries Contest Toastmaster's name
Audience Briefing Contest Toastmaster's name
Evaluation Contest - Test Speaker Name of Test Speaker (no Education Level)
(the above line for Evaluation contests only!!!!!!!!!!!!)

Evaluation Contest (or name of first contest – Table Topics, Tall Tales, etc.)

Introduction of Contest Toastmaster (person's name)

Contestants (in alphabetic order)

Contestant #1 Name _____
Contestant #2 Name _____
Contestant #3 Name _____
Contestant #4 Name _____
Contestant #5 Name _____
Contestant #6 Name _____

Conference Invitation (Conference Rep's name), Conference Rep

• • • *Intermission* • • •

Humorous Contest (or name of second contest – International, etc.)

Contestants (in alphabetical order)

Contestant #1 Name _____
Contestant #2 Name _____
Contestant #3 Name _____
Contestant #4 Name _____
Contestant #5 Name _____
Contestant #6 Name _____

Interview Contestants (Contest Toastmaster's name)
Division Announcements (Div Dir name), Division x Director
District Announcements (Dist Rep's name), District Representative
Announcement of Winners (Contest Toastmaster's name)
Adjourn (Contest Toastmaster's name)