**Headline – Arial, Bold 20pt**Subhead – Arial, Regular 14pt

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Role and Event** | **Presenter** | **Green** | **Amber** | **Red** |
| 19:00 | President’s Introduction |  | 03:00 | 04:00 | 05:00 |
| 19:05 | Toastmaster of the Meeting |  | 02:00 | 02:30 | 03:00 |
| 19:10 | Timekeeper – Explains role |  | 01:00 | 01:30 | 02:00 |
| 19:12 | Ah Counter and Grammarian – Explains role |  | 01:00 | 01:30 | 02:00 |
| 19:14 | Harkmaster – Explains role |  | 01:00 | 01:30 | 02:00 |
| 19:16 | Speech 1: (ADD TITLE) |  | 05:00 | 06:00 | 07:00 |
| 19:24 | Speech 2: (ADD TITLE) |  | 08:00 | 09:00 | 10:00 |
| 19:35 | Timekeeper report on speeches |  |  |  | 01:00 |
| 19:36 | Evaluation of Speech 1 |  | 02:00 | 02:30 | 03:00 |
|  | Interactive evaluation session |  | 03:00 | 04:00 | 05:00 |
| 19:45 | Evaluation of Speech 2 |  | 02:00 | 02:30 | 03:00 |
|  | Interactive evaluation session |  | 03:00 | 04:00 | 05:00 |
| 19:54 | Timekeeper report on evaluations |  |  |  | 01:00 |
|  | **BREAK** | |  |  |  |
| 20:10 | Table Topics Master |  | 02:00 | 02:30 | 03:00 |
|  | 15 - 20 Table Topics Speakers |  | 01:00 | 01:15 | 01:30 |
| 20:35 | Timekeeper report on Table Topics |  |  |  | 01:00 |
| 20:36 | Grammarian report |  | 02:00 | 02:30 | 03:00 |
| 20:39 | Harkmaster report |  | 02:00 | 02:30 | 03:00 |
| 20:42 | General Evaluator |  | 05:00 | 06:00 | 07:00 |
| 20:50 | Guest Introduction, awards and participation ribbons followed by Q&A | All | 06:00 | 08:00 | 10:00 |
|  |  |  |  |  |
| 21:00 | Meeting Close & Networking |  |  |  |  |