

## Agenda Instructions and Format

Items to include on agenda - may use the folded format template (separate file) or the full-page format shown on page 2 of this document.

### **Area Contests:**

Area Number

Area Director's Name

Club names/numbers/meeting times, etc.

Division Director's name

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

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

Welcome	Director's name
Pledge & Inspiration (optional)	(person's name)
Introduction of Contest Toastmaster	Director's name
Introduction of Dignitaries	Contest Toastmaster's name
Opening Remarks	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.)

Contestants (in alphabetic order)

Contestant Name	_____
Contestant Name	_____
Contestant Name	_____
Contestant Name	_____
Contestant Name	_____
Contestant Name	_____

Interview Contestants	Contest Toastmaster's name
Conference Announcement	Conference Rep's name
Announcement of Winners	Contest Toastmaster's name

• • • *Intermission* • • •

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

Introduction of Contest Toastmaster	Director's name
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Contestants (in alphabetical order)

Contestant Name	_____
Contestant Name	_____
Contestant Name	_____
Contestant Name	_____
Contestant Name	_____
Contestant Name	_____

Interview Contestants	Contest Toastmaster's name
Area Announcements	Area Director's name
Division Announcements	Division Director's name
Announcement of Winners	Contest Toastmaster's name
Adjourn	Contest Toastmaster's name