

Time	Role	Presenter	Event	Duration		
				G	Y	R
15:55	Sign-in and Test Technology	All members	All members shall sign in five minutes before the meeting so that they show their punctuality, preparedness and their sense of responsibility in fulfilling their duties.			
16:00	Sergeant at Arms	member	Open the Meeting			
16:01	Presiding Officer	member	Lead the Greeting Exercise			
16:10	Inspirator - Inspirational Moment	member	Give a quote and explain why it is inspirational		1:00	
16:11	Mentoring Moment	Dr. Sunny	Coaching about a specific meeting role, speech writing, or speech delivery		10:00	
16:21	Host of the Day	member	Explain the meeting structure		1:00	
	Timer	member	Describe the timer role		1:00	
	Ah Counter	member	Describe the Ah Counter role		1:00	
	Grammarian	member	Describe the grammarian role & <u>the</u> word of the day		1:00	
	Body Language Monitor	member	Describe the Body Language Monitor role		1:00	
	Chat Monitor	member	Describe the Chat Monitor role		1:00	
16:27	Speaker	member	Prepared speech	3:00	4:00	5:00
16:32			One-minute feedback on chat		1:00	
16:33	Impromptu Master	member	Impromptu Speech Segment	0:30	1:00	1:30
16:50	General Evaluator	Ms. Isabel	Introduce evaluators			
	Speech Evaluator	member		1:00	1:30	2:00
	Timer	member	Timer report		1:00	
	Ah Counter	member	Ah Counter report		1:00	
	Grammarian	member	Grammarian report / Word of the Day		1:00	
	Body Language Monitor	member	Body Language Monitor report		1:00	
	Chat Monitor	member	Chat Monitor report		1:00	
	Club Coach	Dr. Sunny	Overall meeting evaluation Voting for favorite impromptu speaker			
5:05	Presiding Officer	member	Adjourn			