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
Pledge & Inspiration (optional)
Introduction of Contest Toastmaster
Introduction of Dignitaries
Opening Remarks
Audience Briefing
Evaluation Contest - Test Speaker

Director’s name
(person’s name)
Director’s name
Contest Toastmaster’s name
Contest Toastmaster’s name
Contest Toastmaster’s name
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
Conference Announcement
Announcement of Winners

Contest Toastmaster’s name
Conference Rep’s name
Contest Toastmaster’s name

• • • Intermission • • •

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

Introduction of Contest Toastmaster

Director’s name

Contestants (in alphabetical order)

Contestant Name
Contestant Name
Contestant Name
Contestant Name
Contestant Name
Contestant Name

Interview Contestants
Area Announcements
Division Announcements
Announcement of Winners
Adjourn

Contest Toastmaster’s name
Area Director’s name
Division Director’s name
Contest Toastmaster’s name
Contest Toastmaster’s name