

[Insert name] Speakers Club



Agenda for [Insert Date]

7:45pm arrival. Programme starting at 8:00pm

SALUTATION: Chair, speakers and guests

Apologies:

Next Meeting: Insert date

8.00pm	Presidents welcome	2 mins		Name
	Chairperson	3 mins		Name
	WARM UP	10 mins		Name
8.15pm	PART 1:	45 mins		
	Speech 1	6 - 8 mins	Speaker 1: Assignment: Title:	Name
	Speech 2	6 – 8 mins	Speaker 2: Assignment: Title:	Name
	Evaluation 1	4 – 6 mins	Evaluator 1:	Name
	Speech 3	6 – 8 mins	Speaker 2: Assignment: Title:	Name
	Evaluation 2	4 – 6 mins	Evaluator 2:	Name
	Evaluation 3	4 – 6 mins	Evaluator 3:	Name
9.00pm	INTERVAL	20 mins		
9.20pm	PART 2: Topics	50 minutes		
			Session chair:	Name
10.10pm	PART 3:	20 mins		
	General Evaluation	10 mins		
	Club business, guests' comments and close	5 mins		Name
10.30pm	Leaving hall			

Insert details of Club venue, website and social media