

# Speak Out Loud Organization

(Youth Leadership Program)

Planning Agenda for \_\_\_\_\_

Theme for the Evening - \_\_\_\_\_

Word of the Evening - \_\_\_\_\_

Subject for Speak-Off is: "This I Believe...."

Event	Time Allowed	Person Responsible
Opening	6:15 - 6:30	Club President/Toastmaster
Welcome	6:30 - 6:35	Club Sergeant at Arms
Invocation & Pledge	6:36 - 6:55	See Program Below
Educational Presentation	6:55 - 7:10	1702 Toastmaster
Refreshment Break	7:45 - 7:53	See bottom for volunteers
Straighten up the room for adjournment	7:54 - 7:56	Sergeant at Arms
Final Comments	7:57 - 7:59	Club Sponsors
Adjournment	8:00	Club President

Assignments	Person Filling Roll	Assignments	Person Filling Roll
Toastmaster		General Evaluator	
Invocation & Pledge		Timer	
Sergeant @ Arms		Grammarian	
Rabble Rouser		Ah Counter	
Table Topics Master		Ballot Counter	
Speaker 1		Evaluator 1	
Speaker 2		Evaluator 2	
Speaker 3		Evaluator 3	
Speaker 4		Evaluator 4	
Speaker 5		Evaluator 5	