Pre-Meeting

1. Silence cell phones & Welcome
2. Welcome guests (get names, ask how they found us)
3. Moments of positivity (2-3)
4. Birthdays (first meeting of month)
5. Manual exchange
6. Introduce Toastmaster

Post-Meeting

1. DCP champions & DCP progress post
2. Get guest feedback
3. Member vote in (last meet of month, need quorum)
4. “What Did You Learn?” OR “What did Toastmasters do for you?”
5. Next meeting roles
6. Club business
7. Turn cell phones back on, get your manuals back, clean up & dismiss