Pre-Meeting

1. Silence cell phones & Welcome
2. Introduce guests
3. Good news time
4. Birthdays (first meeting of month)
5. Manual / evaluation form 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. Any other club business
7. Turn cell phones back on, get your manuals back, clean up & dismiss