TOASTMASTERS INTERNATIONAL · CLUB 4896

Bits ’N Speeches

Meeting Agenda

Disney Night – Where Every Speech Has a Story
Thursday, December 10, 2026 · 7:00 PM – 8:30 PM PST
Zoom

Meeting Roles

Role	Name
Toastmaster	Mark Graham
Table Topics Master	Neelam Wadhwani
General Evaluator	Pauline Chan
Speaker #1	Rain Kalugdan
Evaluator #1	Susan Sontra
Speaker #2	Brian Hatano
Evaluator #2	Cheryl Isaac
Opening Thought	Dharti Desai
Educational Minute	Edward Johnson
Humorous	Douglas Bloom
Timer	Edward Johnson
Grammarian/ah Counter	Kristen Bahler
Listener	George Jarosik
Awards Master	Jaime Vargas

Meeting Schedule

Opening			7:00–7:15 PM
Role	**Presenter**	**Activity**	**Duration**
Sergeant-at-Arms	Kristen Bahler	Call meeting to order	1 min

Opening Thought	Dharti Desai	Open with thought of the day	1 min
President	Susan Sontra	Welcome and introduce guests	3 min
Toastmaster	Mark Graham	Introduce meeting theme, club updates, role players, and participants	3 min
Humorous	Douglas Bloom	Share a joke or humorous story	1 min
Educational Minute	Edward Johnson	Share a brief educational insight or speaking tip	1 min
Toastmaster	Mark Graham	Call on role players to briefly explain their responsibilities	3 min

Prepared Speeches			**7:15–7:40 PM**
Role	**Presenter**	**Activity**	**Duration**
Toastmaster	Mark Graham	Introduce Speaker #1	—
Speaker #1	Rain Kalugdan	Deliver a prepared speech	5–7 min
Toastmaster	Mark Graham	Introduce Speaker #2	—
Speaker #2	Brian Hatano	Deliver a prepared speech	5–7 min
Toastmaster	Mark Graham	**7:40 PM** · Call on Timer and direct members to send votes to Awards Master	1 min

Table Topics			**7:40–8:00 PM**
Role	**Presenter**	**Activity**	**Duration**
Table Topics Master	Neelam Wadhwani	Introduce the Table Topics session and call on Grammarian and Timer	1 min
Table Topics Master	Neelam Wadhwani	Facilitate impromptu speaking by introducing prompts and inviting participants to respond	15 mins
Table Topics Master	Neelam Wadhwani	**7:55 PM** · Call on Timer and Grammarian, and direct members to send votes to Awards Master	—
Toastmaster	Mark Graham	**8:00 PM** · Give control to General Evaluator	1 min

Evaluations			**8:00–8:15 PM**
Role	**Presenter**	**Activity**	**Duration**
General Evaluator	Pauline Chan	Introduce the evaluation segment	1 min
Evaluator #1	Susan Sontra	Evaluate speech #1	2–3 min
Evaluator #2	Cheryl Isaac	Evaluate speech #2	2–3 min

General Evaluator	Pauline Chan	Call on Timer and direct members to send votes to Awards Master	1 min
General Evaluator	Pauline Chan	Evaluate the entire meeting, including organization, transitions, speech evaluations, role performance, and opportunities for improvement	3–5 min
Grammarian	Kristen Bahler	Report effective language use and usage of the Word of the Day	1–2 min
Ah Counter	Kristen Bahler	Report filler words and unnecessary sounds used by speakers	1–2 min
Listener	George Jarosik	Quiz members on details shared during the meeting, adjusting to available time	2–5 min (flexible)
Awards Master	Jaime Vargas	**8:15 PM** · Announce Best Table Topics, Best Evaluator, and Best Speaker; return control to Toastmaster	30 sec

Closing			**8:15–8:30 PM**
Role	**Presenter**	**Activity**	**Duration**
Toastmaster	Mark Graham	Close meeting program and return control to President	1–2 min
President	Susan Sontra	Share announcements; invite guest feedback and deliver closing remarks	3 min
Vice President of Education	Rain Kalugdan	Present upcoming roles and meeting schedule	3 min
President	Susan Sontra	**8:30 PM** · Thank attendees and adjourn the meeting	1 min