TOASTMASTERS INTERNATIONAL · CLUB 4896

Bits ’N Speeches

Meeting Agenda

SpongeBob Night – Are You Ready, Speakers?
Thursday, December 3, 2026 · 7:00 PM – 8:30 PM PST
Zoom

Meeting Roles

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

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	Susan Sontra	Open with thought of the day	1 min
President	Susan Sontra	Welcome and introduce guests	3 min
Toastmaster	Jaime Vargas	Introduce meeting theme, club updates, role players, and participants	3 min
Humorous	Cheryl Isaac	Share a joke or humorous story	1 min
Educational Minute	Brian Hatano	Share a brief educational insight or speaking tip	1 min
Toastmaster	Jaime Vargas	Call on role players to briefly explain their responsibilities	3 min

Prepared Speeches			**7:15–7:40 PM**
Role	**Presenter**	**Activity**	**Duration**
Toastmaster	Jaime Vargas	Introduce Speaker #1	—
Speaker #1	Mark Graham	Deliver a prepared speech	5–7 min
Toastmaster	Jaime Vargas	Introduce Speaker #2	—
Speaker #2	Kristen Bahler	Deliver a prepared speech	5–7 min
Toastmaster	Jaime Vargas	**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	Rain Kalugdan	Introduce the Table Topics session and call on Grammarian and Timer	1 min
Table Topics Master	Rain Kalugdan	Facilitate impromptu speaking by introducing prompts and inviting participants to respond	15 mins
Table Topics Master	Rain Kalugdan	**7:55 PM** · Call on Timer and Grammarian, and direct members to send votes to Awards Master	—
Toastmaster	Jaime Vargas	**8:00 PM** · Give control to General Evaluator	1 min

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

General Evaluator	Susan Sontra	Call on Timer and direct members to send votes to Awards Master	1 min
General Evaluator	Susan Sontra	Evaluate the entire meeting, including organization, transitions, speech evaluations, role performance, and opportunities for improvement	3–5 min
Grammarian	Gary Pettigrew	Report effective language use and usage of the Word of the Day	1–2 min
Ah Counter	Gary Pettigrew	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	Edward Johnson	**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	Jaime Vargas	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