SERGEANT @ ARMS WORKSHEET ONLINE VERSION

Greet members and guests as they arrive at the meeting.

*If there is one guest, let him or her know that they can ask you questions via private chat if something should arise during the meeting. If there is more than one guest, assign each guest to an experienced member for them to ask private chat questions to during the meeting.*

- Call to order @ 7:00 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Housekeeping: cell phones, voting by poll, camera setup, lighting, eye contact, headset, mute & unmute, feedback for speakers using individual chat or base camp if they know how.

- Ask for Program Amendments

- Introduce Timer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Introduce Language Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Introduce General Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Club Motto w/ actions

**Through Better Listening,**

**Through Better Thinking,**

**Through Better Speaking,**

**We learn by doing,**

**To Be The Best!**

- Introduce Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After the table topics evaluation and before the General Evaluation, the Toastmaster should prompt for the poll to be made available. If he or she doesn’t remember, give a gentle reminder.

\*Change from Webex\* - zoom master (one of the executive) will be in charge of generating the poll.