

Theme	Time	Program			Duration/Mins	Participants
2026 Spring Festival	19:00	Member and Guest Registration			15	SAA+officer team
	19:15	Brief Introduction of Meeting Rules+warm up game or jokes			5	Brownie
	19:20	President Opening Remarks			1 - 2	Jason
Word of Day	19:22	Introduction of Facilitators			1	TME-Christy
illuminate	美[ɪˈluːmineɪt] vt. 照明;照亮;阐明;解释;启发 Your speech illuminates our minds	General Evaluator		1	TBD	
Timer		1	Susie			
On-camera Master		1 - 1	TBD			
Grammarian		1 - 2	Brownie			
Hark Master		1 - 1	Mayme			
Toastmaster's Mission	19:29	Prepared Speeches			1	TME-Christy
We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership resulting in greater self-confidence and personal growth. RISE Value: -Respect →Membership requirements: 3: Attend 3 meetings 2: Speak on stage twice (Table topics/ take a  Our Officer Team President: Jason VPE: Christy VPM: Becky VPPR: Camellia SAA: Anna Treasure: Tao	19:30	2.2		5 - 7	Jason	
		Objective:	to inspire the listener to give a creative speech			
		Title	BeiJing			
	19:38	PM 1.2		5 - 7	Min	
		Objective:	To introduce yourself to the club and learn the basic structure of a public speech			
		Title	Finding my quiet self			
	19:45	Table Topic Section- 2026 Spring Festival			2	TTM-Brownie
	19:47	2 mins/ Each Speaker			14 - 18	ALL
	20:05	Guest Sharing Time (each guest has 30secs)			3 - 5	GST
	20:10	Group Photo & Break			10	
	20:21	Evaluation Section			1	TME-Christy
	20:22	Individual Evaluation 1 to Jason			2 - 3	Anna
	20:25	Individual Evaluation 2 to Min			2 - 3	TBD
	20:28	Table Topic Evaluation			4 - 6	TBD
	20:34	Facilitators' Report			1	TME-Christy
	20:35	On-Camera Master			2 - 3	TBD
	20:38	Grammarian			3 - 4	Brownie
	20:42	Timer			2 - 3	Susie
20:45	General Evaluation			4 - 6	TBD	
20:51	Hark Master			2 - 3	Mayme	
SZTM Subscription	20:54	Voting for the Best			1	TME-Christy
	20:55	Moment of Truth			2 - 3	TBD
	20:58	Awards for best speakers,evaluators, facilitators			1 - 2	MM+VPE-Christy
	21:00	Closing Remarks			1 - 2	Jason
	Time Rules				Last Meeting Group Photo	
Voting Code	Duration	≤ 3mins	> 3mins	Workshop		
	Green	1 min left	2 mins left	5 mins left		
	Yellow	30 secs left	1 min left	2 mins left		
	Red	TIME IS UP				
	Applause	15 secs leeway	30 secs leeway	1 min leeway		
After the leeway, timer will ring the bell to stop the speaker						
						