



Theme	Time	Program			Duration/Mins	Participants
Meaning	19:00	Member and Guest Registration			15	SAA+officer team
	19:15	Brief Introduction of Meeting Rules+warm up game or jokes			2	Tracy
	19:17	President Opening Remarks			1 - 2	Anna
Word of Day	19:19	Introduction of Facilitators			1	TME-Jason
profound	/preˈfaʊnd/ adj. Something that is deep, thoughtful, and goes far below the surface	General Evaluator			1	Susie
		Timer			1	TBD
		On-camera Master			1 - 1	TBD
		Grammarian			1 - 2	Anna
		Hark Master			1 - 1	TBD
Toastmaster's Mission	19:26	Prepared Speeches			1	TME-Jason
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 -Integrity -Service -Excellence	19:27	PM3.4 Introduction to Vocal Variety and Body Language			5 - 7	Stella
		Objective:	Practice using vocal variety or body language to enhance your speech delivery			
		Title	Deep Talk			
	19:35	2.x			5 - 7	Tao
		Objective:	practice your gesture in the speech			
		Title	Driving My Car			
	19:42	Individual Evaluation 1 to Stella			2 - 3	Danny
	19:45	Individual Evaluation 2 to Tao			2 - 3	TBD
→Membership requirements: 3: Attend 3 meetings 2: Speak on stage twice (Table topics/ take a role) 1: Submit application →Membership fee:	19:48	Table Topic Section-Meaning			2	TTM-Jacob
	19:50	2 mins/ Each Speaker			14 - 18	Guests
	20:08	Guest Sharing Time (each guest has 30secs)			3 - 5	GST-TBD
	20:13	Group Photo & Break			10	
	20:23	Prepared Speeches			1	TME-Jason
	20:24	level 1			5 - 7	Rebecca
Objective:		Introduction to Vocal Variety and Body Language				
Title		The Stage				
 Our Officer Team President: Anna VPE: Rebecca VPM: Stella VPPR: Tao SAA: Jason Treasure: Christy	20:32	Evaluation Section			1	TME-Jason
	20:33	Table Topic Evaluation			4 - 6	TBD
	20:39	Individual Evaluation 3 to Rebecca			2 - 3	TBD
	20:42	Facilitators' Report			1	TME-Jason
	20:43	On-Camera Master			2 - 3	TBD
	20:46	Grammarian			3 - 4	Anna
	20:50	Timer			2 - 3	TBD
	20:53	General Evaluation			4 - 6	Susie
	20:59	Hark Master			2 - 3	TBD
SZTM Subscription 	21:02	Voting for the Best			1	TME-Jason
	21:03	Moment of Truth			2 - 3	TBD
	21:06	Awards for best speakers,evaluators, facilitators			1 - 2	MM+VPE-Rebecca
	21:08	Closing Remarks			1 - 2	Anna
	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						