

Mike Culleton  
**The  
Merseyside  
Toastmaster**



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Type of Function

Clients Name

Address

Organiser.

Email

(Mob.)

(Tel No.)

Venue

Venue Tel No

Venue email

Contact at Venue

Date of Function

Start time of Event

Time of speeches

Speakers.

1 Name

Title

2 Name

Title

3 Name

Title

4 Name

Title

5 Name

Title

6 Name

Title

Meal time

No Guests

Top Table to be announced?

Top table Guests in order of seniority

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

## Announcements

Call to Dinner

Announce Top Table

Mobile Phones

Grace

Comfort Break

Intro Speakers

Close

Toastmaster to arrive @

Toastmaster to finish @

## Photographer:

Name:

Contact No:

Website:

Email:

## Videographer:

Name:

Contact No:

Website:

Email:

## Other Details Below

*Mike Culleton*

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