

**MACROOM TOASTMASTERS**

**SERGEANT AT ARMS REPORT**

Venue:\_\_\_\_\_

Date:\_\_\_\_\_

Thank you, Madam/Mister Toastmaster/Contest Chair.

We have \_\_\_\_\_ members in attendance at this evening's meeting.

Apologies for absence were received from \_\_\_\_ members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We also have the pleasure of \_\_\_\_ guests and \_\_\_\_ members from other clubs (*may not always apply*) bringing the total number in attendance to \_\_\_\_ people.

This concludes the Sergeant at Arms Report.

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

*Indicate beforehand to the Toastmaster for the evening that you will be making this report and then after the meeting give this sheet to the Secretary for the records.*