

## A Checklist for a Successful Toastmasters Open House

Step	Responsible Member(s)	Task	Completion Date
1	Club Leaders	Put together an Open House Committee. (This is not a one man (or woman) show. It takes a team, so involve as many club members as possible. )	
2	Open House Committee	<p>Select an Open House Chairperson (this is a great CL/HPL opportunity).</p> <p>Select at least 2 dates for your Open House (Preferably 3 to 5 weeks in the future to help save on planning stress).</p> <p>If you don't have a pre-selected meeting location, chose a location for the Open House event and make any necessary arrangement with the facilities selected.</p> <p>Select a PR Chairperson for the event to create flyers, make any internet postings and coordinate additional advertising opportunities for the event.</p> <p>Select an individual to be the Assistant Chairperson for the event to provide support.</p> <p>Select a Food Chairperson to select and coordinate food.</p> <p>Select a Decorations Chairperson to select and coordinate decorations for the Open House.</p> <p>Obtain a budget for food, decorations, advertising or other items needed for the Open House from club leaders and members.</p>	
3	Asst. Chairperson	<p>Arrange for extra hard copies of the Toastmaster International Membership Application to be available at the Open House.</p> <p>Coordinate with the District Director of Open Houses to arrange for the club gift basket to be delivered prior to the event.</p>	
4	Open House Committee	<p>Select a speaker or guest speaker from either your club or another local club to present a speech about the benefits of Toastmasters and membership.</p> <p>Select a Open House Toastmaster to help develop the agenda and select the Table Topics (see Sample Open House Agenda).</p> <p>Make sure that every member knows the date and location of the Open House.</p> <p>Seek out 3 to 4 members who would be willing to spend 1-2 minutes to talk about "What Toastmasters Means to Me" during the event.</p>	
5	Open House Chairperson	At each meeting leading up to the Open House, spend one to two minutes reminding members about the event and asking them to reach out to family, friends and co-workers to encourage them to attend the event.	
6	PR Chairperson	Create and oversee distribution of flyers, advertisements and social media postings.	
7	Open House Chairperson	Provide flyers to each member for their posting and distribution to encourage them to "spread the word".	
	Asst. Chairperson	Select 1 to 2 members to be "greeters" for the Open House to welcome people.	
8	Open House Toastmaster	Select a committee member to oversee the creation and coordination of name tags and guest book.	
	PR Chairperson	Check in with guest speaker: are they prepared? What is title of their speech? Provide the information to the PR person and add to the Agenda.	
9	Open House Committee	Arrange with the Open House Toastmaster to finalize and print the agenda.	
9	Open House Committee	The meeting IMMEDIATELY prior to the Open House, spend a few minutes showing the members the decorations, advertising, discussing food and layout, and seeking attendance and support for the big event.	
<b>10 - THE EVENT DAY</b>			
	Decorations Chairperson / Volunteers	Decorations people arrive one hour early.	
	Food Chairperson / Volunteers	Food layout people arrive half hour early.	
	Asst. Chairperson / Volunteers	Name tag people, guest book person, greeters arrive half hour early. Arrange membership materials and agendas on every seat.	
	Open House Chairperson	Arrive one hour early to ensure set up, including A/V or other needed equipment is completed.	
<b>Guest Arrive</b>			
	Greeters	Guests are greeted warmly, given name tag and encouraged to take food and soft drink.	
	Open House Chairperson	Opens the meeting on time and thanks everyone for coming. Acknowledge everyone who helped put on the event and hands over the meeting to the Toastmaster.	
	Open House Toastmaster	Go into the shortened Agenda (guest speaker/table topics etc.). Ask guests for feedback.	
	Open House Committee and Members	Close the demo portion of the meeting and invite the guests and members to enjoy food/beverage and mingle for about 10 to 15 minutes.	
	Open House Chairperson	Members mingle with guests, asking if they have questions about membership and listen to any concerns while enjoying food/beverages.	
	Open House Chairperson	Reconvene meeting and introduce club leaders. Introduce dignitaries, if any. If available, ask the Area Governor or President to introduce the club members who have volunteered to present a 1-2 minute speech on "What Toastmasters Means to Me".	
	Area Governor or President	Div Gov introduces the "What Toastmasters Means to Me" people, who come up one at a time to give their 1-2 minute speeches.	
		Announce when and where the regular meetings are held (be sure to include the information on the program).	
	Open House Chairperson	Thank guests for coming and let them know that whether they became a member or not that you would like to invite them to a future meeting.	
	Open House Chairperson	Close out the meeting (Be sure to thank each of the volunteers who helped with the event!).	