

SHOWSTOPPERS

(THE SECRETS OF SUCCESSFUL CLUBS)

THE PREVIEWS

(BEFORE THE MEETING STARTS...)

- ❑ The Toastmaster confirms all roles will be filled
- ❑ Room is set up and prepared for speakers' needs
- ❑ Several members greet guests and members
- ❑ Nametags provided for everyone
- ❑ Guest book available for guests
- ❑ Agendas are prepared and distributed
- ❑ Distribute guest packets to guests
- ❑ Seat guests next to members to answer questions during the meeting

THE MAIN EVENT

(THE CLUB MEETING ITSELF...)

- ❑ Starts and ends on time
- ❑ Is FUN
- ❑ Is always Positive
- ❑ Participants are Flexible
- ❑ Offers exciting, creative theme meetings
- ❑ Guests are publicly asked to join
- ❑ Guests are involved in the meeting (Table Topics, minor roles)
- ❑ Speakers give manual speeches
- ❑ Always conduct a meeting, regardless of the turnout
- ❑ Always have a great meeting, regardless of the turnout

THE CURTAIN CALL (AFTER THE MEETING...)

- ❑ Meet with guests to answer questions about Toastmasters
- ❑ Mingle with your club members and guests
- ❑ Offer your own personal (positive) feedback to meeting participants
- ❑ Help the Sgt. At Arms clean up the meeting room

REPEATED VIEWINGS (KEEPING THEM COMING BACK FOR MORE...)

- ❑ Call or write to all guests and invite them back
- ❑ Call all members to check on their goals and dreams
- ❑ Prepare and distribute meeting schedules at least one month in advance
- ❑ Conduct a mentor program
- ❑ Conduct new member orientation and induction
- ❑ Club participates in Area, Division, and District events
- ❑ Club officers are trained
- ❑ Club follows the Distinguished Club Program
- ❑ Club conducts the Successful Club Series Module *Moments of Truth* every six months