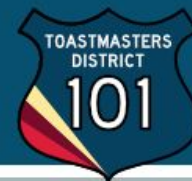


Open House Planning Guide

Timeline

Action Item	How to Proceed
Five Weeks from Date of Open House	
Appointing a chair and committee to plan Open House	<p>Planning an Open House can be a great opportunity for members to step into leadership in their club and the first step to becoming an officer.</p> <p>Roles Needed in the Committee:</p> <ul style="list-style-type: none"> - Open House Chair <ul style="list-style-type: none"> - Responsible of leading the team to host a successful Open House - Food Chair <ul style="list-style-type: none"> - Responsible of ordering and setting up food - Facilities Chair <ul style="list-style-type: none"> - Responsible of procuring and setting up facility on the day of Open House - PR Chair <ul style="list-style-type: none"> - Responsible of advertising Open House event - Photographer <ul style="list-style-type: none"> - Responsible of taking photographs
Four Weeks from Date of Open House	
Decide on day of week, and time of day when the Open House is to be held	
Gather and review resources	<ul style="list-style-type: none"> - Following documents are available on d101tm website for use: <ul style="list-style-type: none"> - Open House Program/Agenda - Open House Script - Guest Package



	<ul style="list-style-type: none"> - Partially fill membership application - Try and gather Toastmasters Magazine to hand it to guests - Open House Flyer
Have a Q&A meeting with the Open House director	Email at openhouse@d101tm.org
Select Roles for the Open House	<p>Roles Needed:</p> <ul style="list-style-type: none"> - Toastmaster - Speaker - Speech Evaluator - General Evaluator - Table Topics Master - Functionaries <ul style="list-style-type: none"> - Timer - Grammarian - Ah Counter
Three Weeks from Date of Open House	
Start Advertising	<ul style="list-style-type: none"> - Corporate clubs advertise within the company - Community and hybrid clubs advertise within the company and through immediate community. - Advertising in the community: <ul style="list-style-type: none"> - Contact pr@d101tm.org to get Open House posted on: D101 Facebook, D101 meetup, and d101tm.org calendar - Advertise on club's Meetup, LinkedIn, Twitter, and Facebook page - Other ways of advertising: word-of-mouth, post flyers in libraries and community center - Have members invite and bring guests. (Maybe even make a competition out of it.)
Create means to gather RSVPs, including contact details	<ul style="list-style-type: none"> - Use services such as Doodle, wofoo, Google forms etc.
Procure Facility	<ul style="list-style-type: none"> - Reserve the facility for the Day of the Open House



Two Weeks from Date of Open House	
Contact Area Director or Division Director or Open House Director to be present at the Open House event to show support	- Open House director can be reached at openhouse@d101tm.org
Order Refreshments based on RSVPs	
One the Week from Date of Open House	
Confirm roles	
Go through the script and prepare	
Send reminder email to people who have RSVP'ed including a reminder that it will be a high-energy event and refreshments will be served	
Open House Day	
Get the facility early and make sure everything is ready at least 15 minutes before the start	Make sure everyone can find the venue -- consider whether signage is necessary.

Program

Time	Role	Presenter	Event	Duration		
				Green	Amber	Red
12:00	Sergeant at Arms		Call the Meeting to Order			1:00
12:01	President		Club business and welcoming guests			3:00
12:04	Toastmaster		Describe Program			1:00



12:05	General Evaluator		Introduce General Evaluator Role			1:00
12:06	Grammarian		Word of the day			2:00
12:08	Ah Counter		Reminder of the filler words			2:00
12:10	Timer		Explain timer role and time cards			2:00
12:12	Toastmaster		Introduce 1st evaluator			1:00
12:13	1st Evaluator		Points about next speech			2:00
12:15	Toastmaster		Introduce Speaker			1:00
12:16	1st Speaker			5:00	6:00	7:00
12:23	Toastmaster		Complete evaluation slip			1:00
12:24	Table Topics Master		Table Topics			6:00
12:30	General Evaluator		Run the Evaluation Sessions			1:00
12:31	1st Evaluator		Evaluate speech 1	1:00	2:00	3:00
12:34	Grammarian		Report			2:00
12:36	Ah Counter		Report			2:00
12:38	Timer		Report			2:00
12:40	General Evaluator		Report			2:00
12:42	Toastmaster		Invite the President			1:00
12:43	President					2:00
12:45	<Video>*					3:00
12:48	Guest Introduction					2:00
12:50	Q&A		President introduces all the guests			10:00

* Following video can be used to promote Toastmasters:
https://www.youtube.com/watch?v=0peP_oF4io4



Script

Sergeant at Arms	<p>“Welcome everyone! I call to order this the ### meeting of <Club Name> Toastmasters Club. Please give a warm welcome to our President <President’s Name> for opening remarks”</p> <p><i>Lead the applause and handover to the president with a firm handshake</i></p>
President	<p>Welcome <Club Name> members, and a special welcome to all our guests. We’re so glad you could join us for this special <Club Name> Open House.</p> <p>Call on guests to <i>briefly</i> introduce themselves. [Name, how they’re here.] Welcome each one.</p> <p>Introduce Dignitaries [District Officers, etc.]</p> <p>And now please welcome our Toastmaster for today’s meeting, _____”</p> <p><i>Lead the applause and handover to the Toastmaster with a firm handshake</i></p>
Toastmaster	<p>“Hello everyone. Toastmasters is an opportunity for us to enhance our communication and leadership skills by practicing in a safe environment those skills that in turn helps foster self-confidence and personal growth. At today’s Open House we will demonstrate a shortened version of a typical Toastmasters meeting. It will consist of a <i>Prepared</i> speech, a Table Topics session where we will practice <i>impromptu</i> speaking skills, and an <i>evaluation</i> section where we will get feedback on what we did well and on what we can improve the next time we speak.</p> <p>So let’s begin. Before we hear from our speaker today, I would like to introduce the Evaluation Team who will help us hone our skills</p>



	<p>during today's meeting.</p> <p>First let me introduce our General Evaluator <Name> to describe his/her role.</p> <p><i>Lead the applause.</i></p>
General Evaluator (stands in place)	<p>"Hello Everyone. I am the General Evaluator today and my role during the meeting is to lead the Evaluation Section of the meeting and give an overall evaluation of the meeting at the end.</p>
Toastmaster	<p><i>Lead the applause.</i></p> <p><Name> is our Grammarian today. Please explain the purpose of your role.</p> <p><i>Lead the applause.</i></p>
Grammarian (stands in place)	<p>"As the grammarian for the day my role is to listen for exemplary uses of the English language and also for areas where we can improve. I will give my report at the end of the meeting.</p> <p>The Word of the Day for today's meeting is _____. We encourage anyone who speaks to try to use the Word of the Day. I will summarize who has used the word and how often it is used during my report at the end of the meeting.</p>
Toastmaster	<p><i>Lead the applause.</i></p> <p><Name> is our Ah-Counter today. Please explain the purpose of your role.</p> <p><i>Lead the applause.</i></p>
Ah Counter (stands in place)	<p>Hello everyone. As Ah-counter my role is to listen to all speeches and roles, and make note of the use of filler words that detract from the message and content. For example: Ah, Umm, you know, like, so, etc. I will give a report at the end of the meeting so that as we become more aware of our use of filler words we will be able to reduce or eliminate them when</p>



	we speak.
Toastmaster	<p><i>Lead the applause.</i></p> <p>Our timer for today's meeting is <Name>. Please explain your role.</p> <p><i>Lead the applause.</i></p>
Timer (stands in place)	<p>Starting and finishing the meeting on time is one of the crucial tasks of any meeting. My job today is to keep track of the time taken by each participant and give feedback using timing cards when they reach their time limits. The green timer card indicates that minimum time is met; the speaker should start wrapping up when the yellow card is shown; and the red card will be shown when the speaker reaches the time limit.</p>
Toastmaster (stands in place)	<p><i>Lead the applause.</i></p> <p>Let's begin the prepared speech part of the meeting. The Evaluator for today's prepared speech is <Name>. Would you please give us a brief overview of <Speaker Name>'s speech project objectives.</p> <p><i>Lead the applause.</i></p>
Speech Evaluator (stands in place)	<p>"Thank you Mr/Madam Toastmaster. Today's speaker is working on Project # from the <Manual Name> manual. I will be evaluating the speech according to the following criteria: <evaluation criteria></p>
Toastmaster	<p><i>Lead the applause.</i></p> <p>"Today's speaker is <brief bio or introduction provided by speaker beforehand>. Please give a warm welcome to <Speaker Name> with a speech titled <Speech Title>.</p> <p><i>Lead the applause and handover to the speaker with a firm handshake</i></p>



<p>Prepared Speech Speaker</p>	<p><i>Handover to the Toastmaster with a firm handshake after completing the speech</i></p>
<p>Toastmaster</p>	<p><i>Lead the applause for the speaker as they leave the speaking area.</i></p> <p>We'll take a minute to give our speaker some feedback using the forms provided. [Wait for timer to signal 1 minute is up.]</p> <p>Now we are moving to the part of our meeting where we'll have the opportunity to practice our impromptu speaking skills. To lead us in Table Topics please help me welcome our Table Topics Master, <Name>.</p> <p><i>Lead the applause and handover to the Table Topics Master with a firm handshake</i></p>
<p>Table Topics Master</p>	<p>"The goal of the table topics session is to challenge us to improve our impromptu speaking skills. To give us the opportunity to formulate a structured answer to a question on the spot. I will say a question, pause for a few seconds, and then pick someone to answer. The speaker will have 1-2 minutes to respond to the question.</p> <p><i>Before you begin ask if any of the guests would like to participate and consider picking one or two during the Table Topics session.</i></p> <p><i>Important: Ask the question, pause for a few seconds, and then pick someone to answer. Do not ask for volunteers or pick someone before asking the question.</i></p> <p><i>Lead the applause and handover to the Toastmaster with a firm handshake at the end of the Table Topics session</i></p>
<p>Toastmaster</p>	<p>Thank you <Name> for a great Table Topics session!</p> <p>Now we'll move to the third part of our meeting where we get feedback on our participation—hearing what we've done well and how we might improve the next time we speak. To lead our evaluation section please help me welcome our General</p>



	<p>Evaluator, <Name></p> <p><i>Lead the applause and handover to the Toastmaster with a firm handshake at the end of the Table Topics session</i></p>
General Evaluator	<p>“Thank you Mr./Madam Toastmaster. We’ll start by hearing the evaluation of our prepared speech. Please help me welcome our Speech Evaluator <Name> to evaluate <Speaker Name>’s speech.</p> <p><i>Lead the applause and handover to the Speech Evaluator with a firm handshake</i></p>
Speech Evaluator	<p><i>Deliver your speech evaluation</i></p> <p><i>Handover to the GE with a firm handshake</i></p>
General Evaluator	<p><i>Lead the applause and handover with a firm handshake</i></p> <p>“Next I would like to call the Grammarian to provide the grammarian report for today’s session”</p> <p><i>Lead the applause and handover with a firm handshake</i></p>
Grammarian	<p>Don’t forget the Word of the Day report!</p> <p><i>Handover to the GE with a firm handshake</i></p>
General Evaluator	<p><i>Lead the applause and handover with a firm handshake</i></p> <p>“Now let’s hear from our Ah Counter to give the Ah Counter report”</p> <p><i>Lead the applause and handover with a firm handshake</i></p>
Ah Counter	<p><i>Handover to the GE with a firm handshake</i></p>
General Evaluator	<p><i>Lead the applause and handover with a firm handshake</i></p> <p>“And now, let’s hear from our Timer to provide Timer report”</p>



	<i>Lead the applause and handover with a firm handshake</i>
Timer	<i>Handover to the GE with a firm handshake</i>
General Evaluator	<i>Lead the applause and handover with a firm handshake</i> <p>“Thank’s again to all our functionaries for their detailed reports. Now I will conclude with a General Evaluation of the meeting.</p> <i>Lead the applause and handover to the Toastmaster with a firm handshake</i>
Toastmaster	<p>“Thank you everyone for making today’s Open House so much fun! Now, please help me welcome back our President <Name>.”</p> <i>Lead the applause and handover to the President with a firm handshake</i>
President	<p>“Thank you Mr/Madam Toastmaster.</p> <p>Dear guests, I’m sure you enjoyed our meeting today. What you just experienced was an example of what happens here every week. Now, are there any questions about what you saw today, or about our club or Toastmasters in general?</p> <p>[Take questions from the floor.]</p> <p>Finish by encouraging guests to stick around after the meeting to meet the members, ask more questions, and learn more about Toastmasters.</p> <p>Direct everyone’s attention to the membership forms attached to their agendas and encourage people to join the club.</p> <p>Invite the Sergeant At Arms to close the meeting.</p>
SAA	Thank you everyone. I now declare meeting ### of <Club Name> Toastmasters adjourned!



Guest Package

Purpose of the Guest Package is to enable guests to see value of becoming a Toastmasters member.

We highly recommend including following documents in the Guest Package:

- [Membership Application](#) - Partially fill the Application form in order to speedup application process
- [Toastmasters benefits value chart](#)
- [Benefits of membership](#)
- [All about Toastmasters](#)
- [Confidence the voice of leadership](#)
- [Find your voice](#)

You may also include following in the Guest Package

- Toastmasters Magazine - Try and gather Toastmasters Magazine from club members to hand it to guests