

WOW Your Visitors!

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Make sure that your next meeting is one where guests might comment, "Wow, I can't wait to join this group of folks!"

This handout offers some basic guidelines concerning meetings that are fun and that people will look forward to attending.

Let's go back to Toastmasters basics:

- Regarding the club - what is in it (the club) for the guest? Is this made clear?
- Are the guests greeted at the start of the meeting and asked why they came?
- Are the members having fun?
- Evaluations - everybody is listening, many are taking it personal.
- General Evaluator - This is an evaluation (see comment above).
- Agenda - professional looking or fun? Is it accurate and easy for guests to follow?
- Do you have a Jokemaster or similar way to start a meeting & warm up the audience?
- Table Topics - a special need to make this fun, easy, and appropriate.

How do members get along with each other? Are they playful, do they joke among themselves? It is easy for guests to see that members are supportive of one another?

Are the members having fun, looking forward with excitement to that next meeting, getting their educational goals achieved? If you have problems here, you might consider bringing in leaders from outside.

Are you still a Toastmaster club? Do you do **manual speeches** with **supportive evaluations**? Is every single word out of the evaluator's mouth...

- helpful?
- motivating?
- encouraging?

Take a good long look at your meeting **agenda** for ease of use and understandability. The agenda is often the most tangible information that a guest or member takes away from a meeting. If they want to join your club, make sure this is understood and easy to initiate.

Variety in Table Topics and meeting form may be important to making members happy, but guests will not notice unless you are doing something so unusual or different that your members are getting uncomfortable.

Tips for the Toastmaster of the meeting:

- Smile.
- Don't tell the audience how inexperienced you might be, they generally will not know.
- Don't point out any mistakes you make. The average audience is very forgiving.
- Regardless of how much you prepare for, stuff happens. Dust off and move forward.
- Treat each speaker and introduction equally. The audience will respect you.
- Open with a cheerful greeting, comment or story, be it personal or relative to a theme.
- If you have a theme open the meeting with it, ask the Table Topics master to work with it.
- Start the applause after every speaker and when you release control.
- Don't play with a pen (or something else) while you're at the lectern.
- Read your basic manual, it has lots of tips and specifics on how to serve in all positions.
- Close with a cheerful closing, comment or story, be it personal or relative to the theme.

Keep in mind the mission of the club and write it down in places where it is seen on a regular basis.

The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self confidence and personal growth.