



Open House Resources List

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Ken Tanner DTM

Resources from Toastmasters International

- on the main page of toastmasters.org, use the Search block for "Open House". Many resources are found from this search, including:
 - Powerpoint presentation - an eleven slide presentation
 - Flier - a selection of customizable fliers to help invite guests to an Open House
 - News Release - a template for promotion of an Open House

Resources from other Districts

- Let Google be your friend, and search for "Toastmasters Open House"
- you will find a volume of resources listed from many Districts around the world
- there will be a volume of graphic images appear also that you can copy/save to utilize on your publicity and promotional items
- Of Note, here is detail I found for two districts where I thought the material was great
- District 57 article "Running Epic Open Houses"
 - <https://d57tm.org/clubgrowth/how-to-run-an-open-house/>
 - the article focuses on Plan, Market, Run well organized event, Ask guests to join
 - the article includes a detailed spreadsheet of steps
- District 86 article
 - <https://www.toastmasters86.org/blog/d86-news/581-5-ideas-for-a-great-open-house>
 - Focuses on Organize a committee, get members involved, promote, arrange for greeters, and at meeting activity

Resources from other Clubs

- Wild Rose has members with experiences from many other clubs. All of those clubs have hosted an Open House at some point, and are great resources when planning and showcasing your club
- The following two pages are a checklist I developed when with the Dynamic Club earlier. The checklist focuses on these elements:
 - materials needed at the meeting, materials needs to display/advertise the event in the corporate building, pre-meeting publicity activity, agenda planning, post-meeting follow up requirements, consider door prizes for guests only

Other resources

- consider searching the Internet for other Open house materials
- you will find a volume of materials for regular Real Estate open houses that will give you some creative ideas, especially in promotion and advertising of the event

Open House - Checklist - Sep 19, 2018

Dynamic Toastmaster #7792

Materials needed at the meeting

Item	Quantity needed	Who will provide it
Guest brochure	20	
Member application form	20	
TM brochures	20	
Sample Magazines	All that we have	
Features/benefits chart	20	
Agenda	20	
Sign in Sheet (to record names of guests that attended for follow up after meeting)	1	Ensure name, phone # and email address are collected
Standard meeting materials (banner, banner stand, stop watch, timing cards, lectern, gavel)	As usual from materials cabinet	

Materials needed prior to the meeting at lobby display

Item	Quantity needed	Who will provide it
Floor stand display	1	From Area Director ?
Poster display, and poster (plastic stand)	1	
TM brochures	20	
Extra posters	20	
** display to be set up Monday if possible, latest Monday Sep 17		
** display to be removed after Sep 19 meeting		

Pre-meeting Publicity

Item	Quantity needed	Who will provide it
Update posters and distribute	4	
All members put up posters in any locations possible	Lots !	All (target to place posters by Sep 16)
Extend personal invitations to others - do via one-on-one conversations.	Goal - of 4 per member	All
Follow up on personal invitations		Personal follow up and confirmation of their attendance on morning of Sep 19 (via in person visit or phone call)
Put "TODAY" stickers on all posters	Lots	Place on all posters the morning of event

Agenda Participants (note - participants need to arrived by 11:30)

Meeting role	Participant	Notes
Chairman		Will be using a power point presentation - need system/network access set up before meeting starts
Speaker	_____ (3 to 4 minute)	Provide Chairman with speech title and introduction information
Table Topics Master		2 to 3 speakers, at 1 min each. Usually call on members only, unless a guest might be willing
Coach presentation	_____ (3 to 4 minute)	Provide Chairman with speech title and introduction information
General Evaluator		Provide brief general comments, and summary feedback on speakers
Timer	??	
Greeters	??	To greet and welcome visitors

After Open House - follow up requirements

Item		
Guest follow-up	Extend Thanks and a personal invitation to each guest Ensure name and email address are collected	_____do by Sep 24 Also by the person who invited the guest by Sep 26
Return of Display stand		return to Area Director
Post meeting review of Open House	Analysis of meeting outcomes	At Sep 26 meeting, or at a special meeting to be held by Dec 1