

Organizing an Open House

TOASTMASTERS
INTERNATIONAL

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Virtual Presentation

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Planning

Create the Plan



Implement the Plan



Debrief the team and
follow up guests

Questions to ask in planning:

- What?
- Why?
- Who?
- Where?
- When?
- How?
- ...and follow up!!



WHAT is an Open House?

- Everyone invites guests. (Competition?)
- Publicized meeting.
- Presentation about Toastmasters International.
- Q&A

WHY?

- To gain members.
- To practice leadership skills.
- To improve your club.

- *“If you're not having fun, you are not doing it right!”* -Jay Nodine, Goldmine Toastmasters

Remember the Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

WHO?

- All club members should be involved.
Toastamonials
- Are you having a special speaker?
- VPPR & publicity committee



WHERE?

- Regular meeting place.
 - Festival Community Room
 - Restaurant
- Online/Hybrid.
- Public Library.

WHEN?

- Consider membership campaigns:
5 new, dual or reinstated members.
 - Smedley Award (Aug-Sept)
 - Talk Up Toastmasters (Feb-Mar)
 - Beat the Clock (May-Jun) Transfer and Charter members do not count.
 - Membership building program for individuals
- During contest season.

HOW?

- Special speaker.
- Toastimonials
- Creative ideas for Table Topics and Themes.
Example: Persuasive speech

Planning the follow up

- Guest Book and Guest Packet at Open House.
- Know who will follow up guests before the Open House.
- Give opportunity for guests to comment, as well as ask questions.

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- Ideally you should pick a date at least 5 weeks ahead.
- Everyone should be on board 5 weeks ahead.
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Implementing the Plan

- Have the speaker scheduled.
- Have your agenda planned.
- Secure the meeting location, if needed.
- Set the debriefing date.

Debrief team & Following up Guests

- What could have gone better?
- What went well?
- Be certain to thank EVERYONE for their help!
- Check to see if guests were followed up.
- When would be a good time to hold the next Open House?

Suggestion

- Plan your Open House(s) at the beginning of the Toastmaster year with club officers.

Social Media Boot Camp PDF

- From District 37 Gayle Pum, DTM
- Best times to post, Facebook, Snapchat, Linked In, Instagram and Twitter.
- Request in chat (or email) acmediations@gmail.com

Q&A and discussion



What has worked in the past?

Where have you held an Open House?

Any questions for me?