

Chronicles of a Successful Open House at Adlibmasters Club on 1/16/07
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This timeline is just a suggested timeline. Clubs may alter timeline and responsibilities to suit their needs, club and their members. Open House event can apply towards New Competent Leader manual #6 and #10 and will be noted as NCLP (New Competent Leader Participant).

| When | What | Who |
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| 10 Weeks before | 1. Ask club who wants to get credit for CL manual # 6 or #10 for Open House event. | 1. VPE & assign Evaluator |
| 9 Weeks before | 1. Select date when majority of active members can attend. 2. Plan and budget for food, drinks and other items like decorations needed. 3. Order TM guest book (if no guest book at club) & free PR materials & magazines from TI. | 1. Executive team, VPE & NCLP 2. Treasurer & NCLP participant 3. Treasurer |
| 8 Weeks before | 1. Schedule speakers (2) for 1 – 1 ½ hour meeting and (3) speakers for 2 hour meeting. If possible but not necessary, get speakers at different levels – basic – 2 – 5, experienced – 6 – 10 or AC-B and advanced AC-S so audience can see the various levels. Have back up speakers. 2. Invite AG (Area Governor) or District 4 dignitary to attend and give short keynote or manual speech (optional) Prepare flyer. For examples, http://www.d4tm.org/D4_Events/club-calendar.html or http://www.d4tm.org/Documents/openhouseflyer.ppt | 1. VPE 2. President 3. VPPR, NCLP |
| 7 -6 Weeks before and after | 1. Promote event in newspapers, local businesses, work site and anywhere else for prospective members. 2. Submit flyer to webmaster@d4tm.org to post on Club Events page on d4tm. 3. Line up the major roles like TM, TTM, GE & E for event. Experienced & committed members preferred for high profiled event. 4. Create welcome letter and list of description of meeting roles (optional). | 1. VPPR, NCLP & Exec team 2. VPPR or NCLP 3. VPE 4. President & VPE |
| 4 Weeks before | 1. Get commitment from active members to bring at least 1 guest to Open House. 2. Line up other meeting roles and inform members that they will be asked to stand up and explain briefly their role to audience (if club does not already do so). If meeting is 1 hour, some functionaries like Joke Master, Word Master, Inspirational Thought, etc. may be skipped to allow more time for Q & A session and comments from guests. 3. Create Guest packages with a welcome letter, officers contact info, TI flyers, application, magazine, meeting roles descriptions, etc. | 1. VPM & NCLP 2. VPE 3. VPPR, VPM, NCLP |
| 3 to 1 week before | 1. Promote, promote, promote. 2. Invite, invite, invite. 3. Need guests for Open House so ask members to send | 1. VPPR, NCLP & Club 2. VPPR, NCLP |

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| | <p>out flyer to their friends and family.</p> <ol style="list-style-type: none"> 4. Phone non-active members and personally invite them to event. 5. For the non-active members who will attend, assign meeting role so they can participate (optional). 6. Phone past guests to attend. 7. Create tent name card or name tags for members and have blank ones for guests. 8. Get titles and introductions of speakers. 9. Speakers and Evaluators contact one another for special requests or things to look for. | <p>& Club</p> <ol style="list-style-type: none"> 3. VPPR, NCLP & Club 4. VPM & NCLP 5. VPE 6. Exec team 7. Secretary 8. TM 9. Speakers & Evaluators |
| 2 to 1 week away | <ol style="list-style-type: none"> 1. Agenda sent out to remind members of roles and alert guests of Open House. | <ol style="list-style-type: none"> 1. TM |
| Less than 1 week away | <ol style="list-style-type: none"> 1. Order food or prepare food for Open House. 2. Purchase decorations for event. 3. Call meeting roles to confirm. Make adjustments as necessary. | <ol style="list-style-type: none"> 1. SAA, Treasurer & NCLP or other volunteer 2. SAA, Treasurer & NCLP or other volunteer 3. TM |
| 2 to 1 Day Before | <ol style="list-style-type: none"> 1. Agenda sent out to announce Open House meeting. 2. Members remind guests to attend. | <ol style="list-style-type: none"> 1. TM 2. Club |
| Day of Event | <ol style="list-style-type: none"> 1. Food picked up. 2. Decorations set up. 3. Final Agenda made up and printed. 4. Guests and returning members welcomed warmly. 5. Guests sign guest book, given a guest packet and introduce to other members. Sit next to member. 6. Put on a good show by participants. Have them briefly explain their meeting role and purpose to audience. 7. Have a break during (1 ½ or 2 hr meeting) or after meeting to socialize with guests, offer them refreshments. 8. Inform guests that club will help them improve their communication and leadership skills and invite them to join your wonderful club! Help guests fill out application, vote them in and collect dues. Submit application to Toastmasters. | <ol style="list-style-type: none"> 1. Treasurer & NCLP or other volunteer 2. SAA 3. TM 4. Exec team 5. Exec team and club 6. TM, AG & Club 7. TM & Exec team 8. VPM & Exec team 9. VPM, Treasurer |
| 1 – 4 Days after event | <ol style="list-style-type: none"> 1. Follow with guests with email and phone call and invite back to next meeting, ask if guests read packet and get feedback on meeting and club. 2. Write up meeting minutes and send out to club and guests thanking everyone for a great meeting. Include next meeting agenda with an invitation to attend. | <ol style="list-style-type: none"> 1. VPM & Exec team 2. Secretary |
| Next Meeting | <ol style="list-style-type: none"> 1. Evaluate NCLP on Club Event of Open House. 2. Welcome back returning guests & New Members. | <ol style="list-style-type: none"> 1. CL Evaluator 2. Exec team |

Adlibmasters Club #1898 1/16/07 Open House Meeting!



Photo taken by Steve McLaughlin www.steves-imports.com