Toastmasters Open House – Planning Checklist

• Define event goals and confirm date, time, and venue.

• Assign roles: Chair, Speakers, Evaluators, Greeters, Timer, Zoom Host.

• Create promotional materials (flyers, social posts, emails).

• Publish event on club website and community calendars.

• Invite district leaders and guest speakers.

• Prepare agenda and confirm speaking roles.

• Test meeting technology (Zoom links, microphones, projectors).

• Set up greeting table (sign■in sheets, name tags, guest packets).

• Prepare club information: membership forms, brochures, benefits sheet.

• Conduct rehearsal with key role holders.

• Send reminders to members and guests.

• Take photos and collect guest contact information.

• Follow up with guests within 24–48 hours.