



# Top 10 Tips for Guest Packets!

1. Evidence of the new Logo
2. Appealing cover
3. New Member Application with club name and number filled out and signed by VP Membership
4. Business Card, book mark or other removable item with Club name, location, meeting day and time, and a contact person's name.
5. Colorful information– example “10 Basic Steps to Effective Communications, Leadership Skills, or other Toastmaster brochures that are professionally done by TI that clearly show our International image, and message.
6. Toastmaster Mission Statement
7. Basic role definitions and officer definitions
8. Specialty Clubs should also cover the basic Toastmaster Information
9. “Ice-Breaker” speech
10. Recent Toastmaster Magazine



*These are the basic things I look for in the New Member Packet. Many other items could qualify for a great presentation, as long as we keep in mind the person who receives this packet is getting their first look at Toastmasters from this packet.*

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Have you . . . *Let the World Know?*