

Communications Guide for a Club Officer Training Event

The purpose of this document is to provide guidance to Event Organizers (or Committee Chairs if you prefer) on both the content and the delivery of Toastmaster Leadership Institute (TLI) event information to District 55 Toastmasters, and in particular Club Officers.

What Information is needed about the event. It needs to be clear and specific

- Date
- Times
 - Start Time (equivalent to gavel down time of a regular TM meeting)
 - Stop Time
 - Registration Desk Open Time (15-30 minutes before Start Time)
- Venue
 - Name, Address, City
 - Building designation if applicable
 - Parking information/rules if applicable
 - Entry door if needed
 - Security requirements (is ID required?)
 - Map and/or driving directions
- Agenda
 - Session Names and 2-3 sentence Abstracts
 - Start and Stop Times (allow for breaks, transition time, and networking)
 - Presenters Names and short Biographies
 - NOTE Session Names and Times are needed 2-3 weeks prior to the event; Abstracts and Presenter information are needed one week prior
- Refreshment/Meals
 - What will be offered
 - Are attendees expected to pay/donate? if so, how much and when to pay?
- Registration
 - What Information (Name, Club, Office, lunch choice, etc.)
 - By when
 - To whom (Registration Chair name, email address, phone number)
 - How (phone call? Email? Some are using the Internet (e.g. Google docs))
- Contact information
 - Name and Email address
 - Needed in case more information is required
 - Optionally if you want to solicit for volunteers
- Internet links to more or latest information

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Documenting / Packaging the above information

- Flier (will have a sales/excitement slant to it)
- Email and/or letter
- Document (Word, PDF)

Who to send the information to / How to get the word out. It will be a combination of the elements described below. Pick and choose the ones that work for you

- Directly to Target audience: Club Officers
 - Email (or snail mail letters)
 - Phone calls
 - In person (club meetings)
- To Intermediaries who will then communicate to Target audience
 - Area Governors
 - Division Governors
 - Senior District Officers / Trio
- To the webmaster (webmaster@tmd55.org)
 - Send email with information and attach documents, links, etc.

When to disseminate what information

- One month before
 - Date, Times, Venue Location, and Contact for more information
- 2-3 weeks before
 - Everything else, with the possible exception of session details (presenter, biography, abstract)
- One week before
 - Everything!
- NET: Put the word out to the Target audience and Intermediaries at least twice. The website can be updated more frequently if you like. As soon as you develop the information, send it to the webmaster