

Community Clubs Check List

#	<i>Description</i>	<i>Date done</i>
Preliminaries		
1	Decide to do it	
2	Recommended optional - start a Toastmaster High Performance Leadership Project	
3	Choose the locality	
4	Recruit a co-sponsor	
5	Arrange for funding	
6	Locate and line up the Venue Book the Demonstration Meeting and the following club meetings	
7	Apply to Toastmasters International for the Application to Organise	
Prepare for the Demonstration Meeting		
8	Recruit a Committee to help you	
9	Open a Bank Account	
10	Decide on the publicity medium (this outline assumes a letter drop)	
11	Book the letter drop	
12	Handle the Flyer - design, print, deliver to the distributor	
13	Prepare the Demonstration Meeting Agenda	
The Demonstration Meeting		
14	Follow up on the key meeting participants – including the food	
15	Run the meeting	
16	Sign up those who are ready to do so	
17	Publicise the club meetings to follow	
The Charter Application		
18	Sign up the minimum 20 members with at least 17 new to Toastmasters	
19	Hold the formal Business Meeting	
20	Send off the Charter Application	
Hand over the to Mentors		
	This is the easy bit. They guide and help the club for the first 6 months.	