

## Guest Introductions

**Assists the Sergeant-at-Arms to welcome members and guests arriving for the meeting. Helps guests to introduce themselves to the meeting.**

| TASKS   | Done =<br>√ |
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| <b>PRIOR TO THE MEETING</b>   |             |
| Arrive early to help the <i>Sergeant-at-Arms</i> Act in welcoming members and guests when they enter the meeting room. Make sure to smile and give out positive vibes as most of the people coming to our meetings are usually nervous and want to be reassured!  |             |
| <b>DURING THE MEETING</b>   |             |
| <ol style="list-style-type: none"> <li>1) Introduce yourself to guests as they arrive.</li> <li>2) Ensure each guest signs in with their name and e-mail address.</li> <li>3) Engage the guests in conversation and introduce them to someone else who can give them a simple explanation of what happens in a meeting and what we would like them to do i.e. listen to the participants, introduce themselves to the group.</li> <li>4) Before / in the break / after the meeting, ask them about their interest in the club / developing their communication skills etc.</li> <li>5) Provide relevant information about how Toastmasters can meet their interests / objectives.</li> <li>6) Encourage them to return to another meeting of the club or other more suitable Toastmasters club. Explain how to join if they are interested.</li> <li>7) Invite guests to join us in the bar after the meeting.</li> </ol>   |             |
| The Guest Introductions segment is an opportunity for guests to stand up and briefly tell the audience their full name and their reason for attending. You may want to ask the audience to clap after all the guests have introduced themselves as this is a good way to save some time.  |             |
| <p><b>Example Introduction</b></p> <p><i>Mister/Madam President, Mister/Madam Toastmaster, fellow Toastmasters and most welcome guests.</i></p> <p><i>It's wonderful to see we have some guest's join us at our meeting today. You're very welcome to visit our club at any time to see how we can help you to develop your public speaking skills and confidence.</i></p> <p><i>It's so easy to feel that we're the only person who feels nervous when speaking in public while everyone else looks so confident. We all in fact share the same insecurities and nerves. The only differences being that some members of the club are further along the path of developing our public speaking skills.</i></p> <p><i>When I joined the club, I'd feel so nervous whenever I had to speak in public. I'd always get sweaty palms, butterflies in my stomach and palpitations (if this is true). Joining the club has helped me to develop my skills and become a better speaker and presenter, as it will for you.</i></p> <p><i>In a moment I'm going to ask you to individually stand up at your chair and say your name and why you came along this evening (alternative examples - "your favourite part of London," or "your favourite holiday destination," or "your favourite type of food," -- ask short, specific questions).</i></p> <p>Call out each guests name from the sheet they signed when on arrival at the meeting.</p> <p>After you've completed the list, ask if there are any other guests as some may have arrived late or not signed the sheet. Invite them individually to stand up and introduce themselves to the club.</p> <p>Conclude the session by saying-</p> <p><i>It's wonderful to have you all here as our guests. Please speak to myself, our club President or any member of the club with any questions you have about how we can help you.</i></p> <p><i>Mister/Madam Toastmaster.</i></p> |             |