

WELCOME

AIM:

- To welcome members and visitors and make them feel at ease, relaxed and looking forward to a great night.
- To give our visitor's background information on the Toastmasters program and what they can expect to hear during the next 2¼ hours.
- To set the atmosphere for the rest of the evening - the warmth and sincerity of your welcome is important.

PREPARATION:

Arrive early!

Approach anyone who may be a visitor and introduce yourself. Find out visitors names, whether they have attended a Toastmasters meeting before, and any background information, which may 'personalise' your welcome.

ON THE NIGHT:

Approach the lectern and commence "Mr / Madam Chairman, Toastmasters and Guests" then tailor your welcome according to the guests. It is not necessary to include the areas below, if there are a significant number of guests or visitors, you can simply welcome them by name.

Incorporate *some* of the following in your welcome -

1. who are we
2. our aims and objectives
3. how we try to achieve them
4. why we are pleased to have visitors
5. what they can expect to hear and learn
6. how they contribute to our meeting's success
7. invitation to come again
8. invitation at end of the night to give us their comment and impressions

- **If no Guests:**

Welcome the members; mention those who may have missed last meeting; those who have returned after an illness or holiday; make it as personal as you can.

- **Special Guests:**

If the Club has a contest, you may have special guests (judges or speakers from another club). Make sure you know the names and where they are seated in the room. Introduce these guests to the audience and welcome them.

Conclude your assignment by returning control of the Meeting to the Chair with “Mr/Madam Chairman”.

POINTS TO REMEMBER:

- You should always welcome Toastmasters dignitaries first, in order of rank, for example the Division Governor is welcomed before Area Governors. Welcome outside Area Governors next. Then other Toastmaster guests and finally visitors.
- **The current practice is to welcome the Division Governor by name, and state that she/he is the Hawkesbury Division Governor. Then to welcome our Area Governor (if he/she is present) . No need to introduce further or to elaborate on their Area responsibility.**
- **Note: the only time this varies is if Anne Rafferty (Area 8 Governor) is on an official visit, then she should be introduced as Area 8 Governor, Anne Rafferty.**
- You may ask all guests and visitors to stand when their name is called, members to welcome by applause at the end.
- **Don’t** ask a guest to say anything (other than their name if you did not have time to obtain before the meeting).
- **Don’t** mistake a new member for a guest.
- **Don’t** overlook anyone. If you realise later you have overlooked a guest, give the name to the Chairman during the recess so the Chairman can make an appropriate comment.

EDUCATIONAL AIDS:

Your C & L manual, *The Toastmaster* magazine or Club material - eg. Guest Welcome Leaflet, Club Newsletter

TIMING: 2 minutes