

## CONDUCTING A DEMONSTRATION MEETING.

A Demonstration Meeting lasts for approximately one hour. The idea is to give the visitors a brief example of a Toastmasters Meeting. The Demonstration Meeting also helps clubs “brush up” on meeting skills. After the meeting, talk to the visitors over some arranged supper.

There are some very simple rules to follow:

- Plan the Demonstration Meeting at least two months in advance.
- Advertise the meeting through the media and distribute flyers.
- Arrange for the Executive (and members) to greet the visitors.
- Make sure the visitor signs the Guest Book.
- The VP Membership to follow up with a phone call before the next meeting.
- Ensure each guest receives a Toastmasters Pack (the Yellow Peril or a folder) containing “at least” a message from the President, a Toastmaster magazine and a Form 400F.

When planning the Demonstration Meeting

- Select good evaluators for Table Topics and Speeches, brief them (doesn't matter how experienced they are) requesting praise and points of improvement.
- Select two speakers – one from the C & L Manual (as close to the Ice Breaker as possible) and the other from an Advanced Manual.
- Ensure all assignments are explained to the audience, either by the Chairman or the person doing the assignment.
- No more than six Table Topic questions (brief the Table Topic master). Never ask a visitor a question unless they are asked before the session commences.
- No Business Session.

Here is an example of a Demonstration Meeting Agenda

### EASY SPEAK TOASTMASTERS CLUBS

*October 15, 2000*

#### AGENDA

#### DEMONSTRATION MEETING

6.00 pm	Open meeting	Sergeant At Arms
6.01 pm	President's welcome	
6.04 pm	Chairman	Joe Smith
6.06 pm	Apologies & Programme Alterations	
6.08 pm	Toast	Pat Jones
6.11 pm	Guest Welcome	Sam Gibbs
6.15 pm	Table Topics	Shirley Preswick
	Evaluators: Wayne Bridge & Judy Burgess	
6.26 pm	Speech Session	Toastmaster: Paul Newsome
	Speakers:	Evaluators:
	Clare Briggs	John Pollock
	Nadia Cobb	June Baker
6.50 pm	Timer's Report	Chris Lester
6.53 pm	Awards (if clubs gives these at every meeting)	
6.55 pm	Questions and Answers	
7.00 pm	Close	