

Community Clubs

TASK	DEADLINE	DONE
LOGISTICS		
Arrange meeting date and time	T - 6 Weeks	
Secure meeting venue	T - 4 Weeks	
Order 'Demo Box' from the District	T - 4 Weeks	
Organise catering provision	T - 2 Weeks	
MARKETING		
Club website page created	T - 6 Weeks	
Eventbrite page created	T - 6 Weeks	
Facebook event created	T - 6 Weeks	
Invite local politicians to meeting	T - 6 Weeks	
Identify local websites and community publications	T - 5 Weeks	
Create promotional video	T - 4 Weeks	
Metup.com updated	T - 4 Weeks	
Contact local media	T - 4 Weeks	
Contact local organisations & clubs	T - 3 Weeks	
Begin to publicise on local websites and noticeboards	T - 3 Weeks	
Design and order marketing materials	T - 2 Weeks	
Invite members of neighbouring clubs to attend	T - 2 Weeks	
Send reminders and follow-ups to contacts	T - 1 Week	
Invite team members and colleagues	T - 1 Week	
ORGANISATION		
Get in touch with Area/Division/Club Growth Director	T - 6 Weeks	
Assemble organising team	T - 6 Weeks	
Secure speaker & functionaries	T - 4 Weeks	
Brief and train Sergeant at Arms	T - 3/5 Days	
Final agenda ready	T - 3 Days	
Agendas printed	T - 1 Day	
Membership forms ready and printed	T - 1 Day	
Cards ready	T - 1 Day	
Room ready	T - 1 Hour	
Visiting Toastmasters start arriving	T - 30 Mins	
POST-MEETING		
Follow-up with guests	T + 1 Day	
Send thank you notes as needed	T + 1 Day	
Collate membership forms	T + 2 Days	
Prepare chartership paperwork	T + 3 Days	