

Guest Packets in a Zip

Last updated March 17, 2019

What's in this file?

- This list of ideas and suggestions
- Some of the digital materials from Toastmasters International

General suggestions:

- For including materials, choose quality over quantity.
Putting too many materials in a folder can be overwhelming for the guest and costly for you.
- When printing materials, find a balance between quality and cost.
Don't skimp on the paper.
Print color materials in color when possible.
Use a laser printer instead of an ink jet printer.
Make sure you have enough ink or toner.
- Want to go **green**? Consider assembling an e-guest packet.
Email it to your guest after they visit,
or to be more proactive, put a link to your e-guest packet on a club business card
(one suggestion that came from teaching VPMs at TLI: put a QR code on the card!)
Also, the Membership Form (Item 800) is a fillable PDF
- Guest packets supplement, but never replace, the one-on-one interaction that you should have with your guest at the meeting.
- If you have time, look at the Toastmasters International website to see what else they offer:
Go to www.toastmasters.org
Under the Resources menu, the Resources Library, as well as Logos, Images, and Templates
In the Shop, look go into Meetings and look at New Members and Guests. Also look in Marketing.

What Goes in a Guest Folder?

Pre-made guest packets from TI ([Item 387](#)) include

- Find Your Voice. (Item 99)
- Confidence. The Voice of Leadership. (Item 101)
- All About Toastmasters (Item 124)
- The Benefits of Toastmasters Membership Flier (Item 354)
- Promotional Bookmark (Item 6818)
- Promotional Magnet (Item 6770)

.. or see the next page for ideas on making your own!

Make Your Own Guest Packet

Folders

- [Toastmasters Presentation Folder \(Item 342\)](#)
- Buy your own folders from Amazon or an office supply store. Be on the lookout for sales. Consider using black or Toastmasters colors—red, dark red or dark blue

Contents (many of these included in the Guest Packets in a Zip download)

- Member application (Item 800)
This revision is from August 2018. Toastmasters International Dues and Fees, Section 2 (Membership dues) now only lists the rates for districted clubs, which applies to your club.
- Club-specific materials, such as
 - Welcome letter from your president (Use the club stationery template)
 - Business card (use business card template)
 - Testimonials from members
- Pathways Resources
 - Toastmasters' (Official) Pathways Flier
This has not yet been updated to reflect the new Path: Engaging Humor. But the next item has been.
 - Pathways Flier created by Bonnie Maidak and Joel Palachuvattil
Recently updated with new Path: Engaging Humor
- Informational Brochures
 - Find Your Voice. (Item 99)
Updated in 2018 for Pathways
 - Your Path to Leadership (Item 101)
Updated in 2018 for Pathways and replaces Confidence. The Voice of Leadership.
 - All About Toastmasters (Item 124)
Updated in 2019 for Pathways
 - The Benefits of Toastmasters Membership Flier (Item 354)
- Blank sheets of paper for taking notes... consider putting contact info for your club on it!
- Toastmasters Magazine: Useful articles in Toastmasters Magazine may provide that extra enticement to convince a guest to join your club! Ask your members to bring in their gently used magazines. Be sure to cut out or black out their address info. Or cover with a label for your club's contact info.

Gifts

- [Promotional Bookmark \(Item 6818\)](#)
- [Promotional Magnet \(Item 6770\)](#)
- [Promotional Gavel Pencil \(Item 6857\)](#)
- [Promotional Pen \(Item 6994\)](#)
- [Promotional Post-It® Notes \(Item 6989\)](#)

Comments or suggestions for the content?

Please email joel.palachuvattil@district36.org

A big THANK YOU to our reviewers and contributors:

Laura Moen, DTM

Janice Strachan, DTM