

VPPR Demo Meeting Debrief Archive

Date:	Tuesday, January 11, 2011
Time:	7:00 pm - 8:55 pm (Agenda end time: 8:49 pm)
Host Club:	City Centre Toastmaster Club and the Spruce Capital Toastmaster Club
Location:	Prince George Library, Bob Harkins (Downtown Branch)
Cost:	<ul style="list-style-type: none"> • \$ 45.00 room rental fee • \$86.15 beverage and snacks • \$21.95 Poster Printing • \$155.12 Advertizing (Prince George Free Press) • \$30 Toastmaster guest packages
Statistics:	<ul style="list-style-type: none"> • 59 people total • 16 host members, 4 from City Centre and 12 from Spruce Capital • 29 non-TM guests • 14 Toastmasters from non-host clubs
Exposure:	<ul style="list-style-type: none"> • PSA: various including radio, print, TV, web calendars • Paid advertising: 1 run in Prince George Free Press "Sign up section on Friday, Jan. 7, 2011 • Email Invitation: To PG Toastmaster community via VPPRs • Posters: Various including UNBC, CNC, PG Library, PG Civic Centre • Social Media: Facebook event, via pulse.ca, via the scene.ca • Press Release submitted to media, one article printed in PGFP as a result of PR.
Exposure Effect:	<ul style="list-style-type: none"> • 1=Radio • 3=Work • 3=Poster (1 library) • 7=Paper • 3=word of mouth/friend • 4=social media (Katimavik project leaders via Reaps via Facebook) • 1 internet (www.pulse.ca for 1 response) • 1 PSA(Walk n Roll Newsletter)
Guest Questions Asked	<ul style="list-style-type: none"> • Who writes the introductions? • Do you have to go to every meeting? How many can you miss? • Can you select your own speech topic?
Green Efforts:	<ul style="list-style-type: none"> • Approximately 7L /3.5 lbs of non-compostable, non-recyclable waste; mostly coffee grounds, Styrofoam coffee cups and water bottle caps. • Paper plates, coffee tin, water bottles, agendas, tent cards, were recycled • Wooden coffee stir sticks and orange peel were composted. • Unused tent cards, coffee stir sticks, unused meeting evaluation slips were reused. • It took 30 minutes to separate and process recycling.

Other	<ul style="list-style-type: none"> • TM Contact Info Flyer (on back of agenda), Meeting Evaluation Form, Guest Contact Requests handed out to participants. • 16 Meeting evaluations received and 19 Guest Contact Requests received.
Done Well:	<ol style="list-style-type: none"> 1. Large volume of planning work done in a short period of time that was necessitated by the date being shortly after Christmas holidays. 2. Agenda Organizer distributed agenda to agenda participants in advance. 3. Planning Checklist distributed to VPPRs and agenda leads on a weekly basis prior to meeting by the Agenda Organizer. 4. VPPRs suggested and recruited people for agenda positions during Agenda Organizer confirmed their interest via email. 5. Most agenda positions confirmed 2 weeks prior to Demo meeting. 6. Agenda organizer checked in with agenda participants with email of best practices and in most cases either a face-to-face or telephone conversation. 7. Poster distributed to VPPRs for club distribution at least 2 weeks in advance of Demo meeting. 8. Agenda representation from all 8 Toastmaster Clubs in PG. 9. Members in attendance from all 8 Toastmaster Clubs in PG. 10. Agenda participants were well prepared for their rolls and took on the challenge of doing something extra in their role in front of a capacity crowd of nearly 60 people. 11. Name tent cards supplied by Spruce Capital Club. 12. Catered pastries, water, coffee supplied by City Centre Club. 13. Professionally printed guest introduction packages ordered through Toastmasters International by the Spruce Capital Club. 14. Club contact information flyer printed on back of agenda and Meeting Evaluation slips printed on back of Guest Contact Request slip to reduce paper usage and reduce paper clutter on tables. 15. Agenda and Meeting Evaluation slips different colors or easy of distinction. 16. Toastmasters showed outstanding teamwork after the meeting to pitch-in and clean up meeting room in short order (library closes at 9 pm). 17. Introductions requested by Agenda Organizer 5 days in advance of the meeting and distributed to Chairperson and Toastmaster 2 days in advance of the meeting. 18. Meeting poster contained an attractive photograph, minimal text, and the TM logo and the design parameters were collaborated on during a VPPR meeting. 19. Meeting Organizer supplied Table Topics Masters with a “hot list” of Toastmasters who were planning on attending but could not be placed on the agenda for preference during TableTopics. 20. Greater/Sgt. Of Arms wrote down Club name of majority of Toastmasters to aid Table Topics masters during their selection of Table Topic presenters.

21. A 8.5 by 11 poster on the wall near the door before meeting.
22. A good core group of VPPRs and Toastmasters were at meeting room at 6:30 pm, 30 min before start time, for effective room set-up and early guest greeting.
23. Adapted seating arrangement as best we could to deal with unexpected over-capacity. For example most Toastmasters gave up their seats in the "C" to accommodate guests.
24. Venue had enough seats in room to accommodate our extra guests (our target was 45 but 60+ seats were available).
25. Spruce Capital club supplied lectern (venue lectern was a little unstable) and timing lights.
26. The Toaster mobilized a few other Toastmasters to distribute water and cups before the meeting.
27. Greater/Sgt @ Arms and other Toastmasters ensured participants had seats, agendas, name tent cards.
28. Al Daem stayed near the door during the meeting to accommodate late coming guests.
29. Introduction of Chair by Sgt. @ Arms was of perfect volume and added humor ("set your cell phones to stun).
30. Clear, complete, concise description of the Toastmasters organization by Chairperson during opening comments.
31. No agenda blanks or program adjustments required. Great accountability by agenda participants.
32. One-word check-in during the round-table introduction was well done.
33. Chairperson added great enthusiasm and provided motivating comments to guests after round robin introduction, congratulating them for doing one of the scariest things for humans.
34. Chairperson walked toward audience and into the center of the "U" instead of statically confining self to lectern.
35. Timer had a solid introduction of duties, demonstrated the lights professionally, and provided a concise report, mindful of tight time.
36. Toast was condensed speech with an opening, body, and close: delivered in a conversational voice with great strategic pauses and use of repetition as a rhetorical device.
37. Agenda leads spoke from the front of the room instead of from their seats which was very appropriate due to line of sight issues.
38. Jokemaster adapted humorous story and provided great vocal variety and expansive, appropriate and varied gestures.
39. Co-Tabletopics masters well together as a team and had solid bridging comments between answers and questions.
40. Table topic evaluator added humor, used the sandwich method, motivated for future improvement, and used "I language.
41. Toastmaster explained the TM communication and leadership program in a clear, concise, complete manner and smoothly and professionally

introduced both the speaker and the speech evaluator. Effectively used the advanced manuals as visual aids to support his description.

42. Speaker selected an appropriate speech and prepared a solid introduction that established his credentials.
43. Speech evaluator used the sandwich method and provided some effective, positive and constructive feedback.
44. Question period well run. 3 solid questions from guests. Other Toastmasters also asked appropriate questions that guests often ask.
45. Greg took home waste from trash bags to compost and recycle and reuse as much as possible.

46. The evaluations, esp. the general evaluator. Great feedback!*

47. The outreach (Dwayne Patterson).*

48. Informative.*

49. Very informational.*

50. Professional.*

51. Easy going, well organized.*

52. Friendly*

53. Interesting! I like how the speakers got evaluated. Table topics was a cool way to practice.*

54. I really enjoyed how positive everybody was and the support that was displayed. Also very informative.*

55. Well organized, respectful, supportive, welcoming to me/newcomer.*

56. Good pace, supportive.*

57. Specific, clear feedback.*

58. Good use of humor.*

59. Timing is regulated.*

60. Interesting atmosphere.*

61. Engaging!*

62. They were professionals!*

63. Very brave!*

64. The warmth, encouragement, openness and smiles.*

65. Tabletopic Master.*

66. Lots of questions during question period

67. The volume of attendance. Contrasts to organizers.*

68. The location. Much better venue than the last time (Heather Runn).*

69. Very well organized (Heather Runn).*

70. Welcoming, fun, informative, very encouraging.*

71. Interesting! I like how the speakers got evaluated.*

72. Engaging, informative, funny.*

73. Demo meeting was well run, and exciting; great example for new comers.**

74. I appreciated all your efforts and past demo meeting experiences which

you shared with us newbies.**

Trickies:

1. Short planning window from Dec. 10, 2010 VPPR meeting to Jan 11, 2011 Demo Meeting with holidays in between.
 2. Unequal planning workload due to the relative inexperience of incumbent VPPRs in planning/implementing a demo meeting and need for expediency due to Christmas holidays which restricted delegation.
 3. We started late at 7:05 pm and subsequently 5 min. behind for the majority of the meeting.
 4. No assigned Sgt @ Arms / Greater near door meeting room during the meeting to accommodate for late coming guests.
 5. Introductions by Chairperson did not always contain club meeting time and week day of agenda participants and were not always smoothly delivered despite being prepared and available ahead of time.
 6. Chairperson marketed Tabletopics in a way that might intimidate some guests.
 7. Tabletopics Masters asked Toastmasters who were already on agenda.
 8. No pens supplied for meeting evaluation/ guest contact slips.
 9. Limited networking time with guests due to shortened break and inability to linger afterwards at venue.
 10. Out of building at 9:05pm, 5 minutes past close of library. Pressure at end of meeting to quickly exit without linger networking time (library staff entered room after meeting close).
 11. Coffee grounds/filter left at library, likely to be disposed in trash.
-
12. The networking break. I find structured public speaking much easier than general social interactions.*
 13. Getting rid of the butterflies.*
 14. Did not know what to expect.*
 15. Fortunately – limited space because it was so well attended (Dwayne Patterson).*
 16. Space and seating.*
 17. Well done.*
 18. Volume for some speakers (Heather Runn).*
 19. Nothing except my shyness of introducing myself and @ break-time. So nervous I went outside for a smoke.*
 20. Nothing*
 21. Nothing. It may be hard to talk, but the meeting was nicely laid out and easy to follow.
 22. The jargon: Toastmasters, table topics masters, Mr. Chair, etc.*
 23. Getting called on the spot. Icebreaker- how do they do that so well?*
 24. Talking.*
 25. The Tabletopics seemed like they would be quite tricky.*
-
26. Introductions of Table Topics Masters could use more polished

	<p>delivery.**</p> <p>27. Big logistical issue - we didn't have pens/pencils for guests to fill out the evaluation forms/ guest contact slips.**</p> <p>28. Info in toastmaster package was geared to one local toastmaster club.**</p> <p>29. When the number Guests arriving really increased near the start time, that seemed to create some issues with logistics and seating that weren't anticipated.**</p> <p>30. Almost too many Toastmasters present for # of guests.**</p>
<p>Do Differently:</p>	<ol style="list-style-type: none"> 1. Start planning earlier or hold event later in January so planning less rushed. 2. Prepare a plan-b accommodation room design to accommodate 60-guests without shuffling. 3. Assign VPPRs or Toastmasters to additional support roles to distribute the workload during the meeting: <ul style="list-style-type: none"> • Green Champ: to compost and recycle and reuse waste after meeting. • Secretary: Talley guests and members statistics during check in, record guest questions and answers. • Delivery team lead: A TM not on agenda to organize and support agenda participants and VPPRs during the implementation of the meeting. 4. Put day of event poster/arrows from external doors of venue to the meeting room. 5. Put a large poster or flipchart or TM banner just outside meeting room. 6. Ensure Chairperson has introductions ahead of time with recommendation to practice for smooth delivery and proper pronunciation of names and inclusion of club meeting dates and times. 7. One word check-out at end of meeting after guest comments (without standing or applause) for additional feedback and to provide emotional closure for participants. 8. Change meeting evaluation forms so have multiple-choice rating answers for easier, quicker completion, and so they can be used for a quantitative measure. For example: "This meeting was a valuable use of my evening? 1=Strongly Agree....5 = Strongly Disagree) 9. Ensure start on time or earlier (e.g. 6:55 to ensure) not rushed out door at 9pm close of library. 10. Select an alternative meeting location where don't have to exit before 9pm to allow for more time on agenda and more relaxed take-down and more post meeting networking time with guests. 11. Bring a compost container to deposition of coffee grounds, coffee filter, fruit residue, etc. 12. Market our efforts to recycle, compost, reuse and even have a well visible recycle station to model a green-meeting philosophy.

13. Could provide explanations and definitions of speaking terms for the guests/new members.*
 14. Have a sign on the door.*
 15. Repeat/Repeat! (Dwaine Patterson)*
 16. More seating at tables or circular tables enabling inter-mingling.*
 17. Different seating arrangement to welcome the guests more (Heather Runn).*
 18. Maybe need a microphone so the people in the back can hear everything (Heather Runn).*
 19. Nil.*
 20. It was great, more water would be good.*
 21. Sticking to the time schedule but I need to work on this too.*
 22. To say and share about the positive side and negative side of each speakers experience about public speaking an how they overcame it.*
 23. Tell us up front about pricing so we know what to expect.*
 24. Works as is*
 25. Meet in a large circle so we can all see each other.*
 26. I thought it was very well done and cannot think of anything that I would change.*
-
27. Perhaps don't mention Christian affiliation of Dr. Ralph Smedley during introduction which might wrongly give some people the impression that Toastmasters is a religious based organization.**
 28. Designate many of the "U" seats for many of the "U" seats for guests and maybe have Toastmasters who are not on the agenda (as well as Timer) sit interspersed with guests (so then they are mainly the ones who can do Table Topics). Have Toastmasters like Chair, Evaluators, Speech presenters etc, sit off to the side and have extra seats at back for extra Toastmasters. This will be a useful psychological set up I think.**
 29. Need to have a greeter table near the door so that name tags/name stickers can be systematically made and maybe so that cups/evaluation forms/agendas/PENS/PENCILS, etc, can be handed out. **
 30. We should create a checklist for future. Although we did have a good planning checklist in terms of filling roles, etc.), we just need to work on the little meeting details as mentioned above that are easy to miss.**
 31. Useful for introductions to be collected and distributed earlier for the chance to practice and re-type them on a larger format on a weekend would have been helpful.**
 32. Pin or sticky name tags on each member, sticky name tags on each guest so people know who they are when walking around.**
 33. Remind members to bring name tags to meeting.**
 34. Columbus community center gives the hall free but it is not in the centre of the city.**
 35. More VPPR's helping out at the meeting, welcoming guests, ensuring

everyone has water for the toast, pens (welcoming committee).**

36. Seating – chairs should only be placed where people can see the front of the room (speaker).**

37. Hand out evaluation/comment forms to Toastmasters as well as guests.**

38. Advertise to guests to show up 15 minutes early to get seating and settled.

39. Start VPPR team forming at least 1 month earlier to allow for an additional month of planning.

40. Bring a smaller camera and use video capture software so there is less reliance on a single click.

[*Comments compiled from meeting evaluation forms](#)

[**Comments submitted via email](#)

Date:	Monday, January 19, 2010
Time:	7:30 pm - 9:30 pm
Host Club:	Cariboo Toastmaster Club
Location:	Prince George Civic Center
Cost:	<ul style="list-style-type: none"> • \$ 88.20 for extra room fee • \$113.73 for tea, coffee, and cookie service
Statistics:	<ul style="list-style-type: none"> • 46 people total • 13 host members (Cariboo Club) • 22** non-TM guests • 11 other Toastmasters
Exposure:	<ul style="list-style-type: none"> • PSA: Various, done by Karen Cameron • Email: Ministry of Forests and Range, DPG Office; Canfor Employees • Posters: PG Library, PG Civic Centre, 4 Seasons Pool, Karpes and Co. • Anecdotal evidence that this was one of the best promoted demo meetings
Exposure Effect:	<ul style="list-style-type: none"> • 3=Email (1 via Chamber of Commerce) • 2=Work (1 via Greg Jonuk, MOF) • 2=Poster • 6=word of mouth/friend • 2 internet (www.pulse.ca for 1 response) • 2 (mentioned during Toastmasters Club meeting)
Other:	<ul style="list-style-type: none"> • Bookmarks, TM Contact Info Flyers, Meeting Evaluation Form, Guest Contact Requests handed out to participants. • 20 Meeting evaluations received and 11 Guest Contact Requests received
Done Well:	<p>75. Thank you by Cariboo club president to VPPR committee nice touch</p> <p>76. Introductions and agenda by Dale</p> <p>77. Planted ?'s by Shawn during Question period.</p> <p>78. Lots of questions during question period</p> <p>79. Kerriann directing people back in after break</p> <p>80. People near the back of the room approached the lectern in preparation of their spot (to save time).</p> <p>81. One word check in and check out</p> <p>82. Introductions well done and included club meeting times, locations, etc.</p> <p>83. Handouts for guests (bookmarks, guest contact slips, club contact info on back of agenda)</p> <p>84. Advertising by Karen Cameron,</p> <p>85. Well distributed workload</p> <p>86. Participation from 7 of 9 clubs (caribou, SC, Hart, ND, DB, College, City Centre)</p> <p>87. Enthusiastic, positive, and constrictive evaluations</p> <p>88. Tent cards for names</p> <p>89. Dwaine sent email though Canfor email system (4000 person network)</p> <p>90. Water at each table</p>

91. Humor
92. Adjusted time and flexed agenda to finish on time
93. 16-22 non-Toastmasters guests
94. Well Attended*
95. Organization*
96. Experienced speakers*
97. Table Topics and Storytelling*
98. Positive atmosphere, very suspicious!*
99. Well organized (most roles filled)
100. Prepared speech was a good example for guests (it was visual, entertaining)*
101. Table Topics*
102. Casual atmosphere, humor*
103. Dwaine's speech*
104. Dale's evaluation*
105. Welcoming atmosphere*
106. It was by far the best promoted session I've ever seen. I couldn't make this one unfortunately but I was certainly aware of it (M.Carr via Facebook)
107. Felt welcoming*
108. Well prepared*
109. Laughter*
110. Quick thinking*
111. Time management*
112. Very well organized*
113. Great explanations about the duties*
114. Great inviting email!*
115. I liked to see the difference between our 1 hr meeting and this 2 hr meeting*
116. How well everything was explained.*
117. Good demonstration of how speaking and evaluations works*
118. The humor, Friendliness, laughs. The welcome greetings. Encouragement and acknowledgement of guests.
119. Lively and interesting. I attend Daybreakers but will be going to others.*
120. How well everything was explained.*
121. Great bridging comments*
122. Open, friendly, affirmative. Respectful environment & people.
123. Positively reinforced. Helps others face their fears.
124. Positive check-out comments, such as "feels like community"
125. Agenda 99% complete and 50 copies printed – congratulations and thanks to everyone
126. All Agenda speakers were "at the ready" to present as they were introduced and this allowed maximum use of time

	<p>127. Great representation from all Toastmaster clubs in Prince George</p> <p>128. BEST EVER TOTAL OF 16 GUESTS</p> <p>129. Advertising methods used 100% effective</p> <p>130. Perfect location (using Cariboo TM regular meeting night at the Civic Centre)</p> <p>131. Great beverages and cookies</p>
Trickies:	<ol style="list-style-type: none"> 1. Civic Centre staff tried to bus our coffee and food away at break. 2. More people than table space and needed a second row of chairs 3. Seating* 4. The seating/room available (need more) 5. Ahead at end of introductions 6. Behind at break: 8:23pm 7. Just keeping everyone on time* 8. Behind 10 minutes after speech 9. Time* 10. Keeping meeting on time* 11. Acronyms* 12. Room temp too warm* 13. Nothing* 14. No participation by 1 active club 15. Greg mispronounced Shelaine's name (Clasper, not Casper). 16. Boring technical toasts and long introductions* 17. Question Period, but well done* 18. The break time was a little difficult when you don't know people* 19. Small hall* 20. Seating?* 21. Nothing* 22. Having to do a Table Topic in front of so many people* 23. Keeping track of the stories* 24. I am not used to speaking to such a large group* 25. Getting comfortable with being with strangers. 26. The second row of seating. Hard to estimate how many people though!*
Do Differently:	<ol style="list-style-type: none"> 41. 3 tables long on "arms" of "U" instead of 2 / target of 45 people (8 tables total). Have lots of chairs readily available. 42. Have a CC speech 43. Loved it* 44. Better temperature control in the room, could be out of your control* 45. Better seating* 46. Juice* 47. Set room up so less people are cut out of the group* 48. Coat rack needed for such a large meeting* 49. Faster pace, more variety* 50. Great!* 51. Plan for extra people so that it was a lot more organized*

	<p>52. Nothing*</p> <p>53. More Chairs! & Tables*</p> <p>54. More space if this many expected*</p> <p>55. Introduction of place of birth. From where. Why the toastmasters? Give guest chance to introduce selves.*</p> <p>56. Steak, mushrooms, baked potato, wine, etc. ☺</p> <p>57. Possibly at breaks, toastmasters should chat/welcome guests. Hard to do with so many attendees.</p> <p>58. Good meeting!</p> <p>59. Nothing . They were very welcoming.*</p> <p>60. Explain that not all meetings are this large, most 6-15 members, depending on club and particular day.</p> <p>61. If there could be a spot on the agenda for a representative of each club to say a bit about their club (promotional). At the end in the question period this was addressed!)*</p> <p>62. Keep the same ADVERTISING MODEL used in January 2010 – cheap and obviously effective</p> <p>63. Look at alternative seating to allow for maximum amount of seating (50 people)</p> <p>64. Ensure Sergeant-at-Arms know their duties and help as latecomers arrive (watching doors, etc.) I found it distracting that late arrivers came in through the unlocked side door at the back of the second room.</p> <p>65. Order coffee and cookies to arrive for 8 PM (Civic Centre has a 1 hr. sitting policy and the beverages/food must be then cleared away)</p> <p>*Meeting evaluation form comments</p> <p>** Dale asked during General Evaluator segment and 16 people put up their hands. However, some people left at break and actual number was likely 22 people according to independently collected information from Greg and Kerriann.</p>
--	--

Date:	Thursday, May 21, 2009
Time:	12:00 pm - 1:00 pm
Host Club:	College Club
Location:	2 nd Floor CNC Residency Building
Cost:	<ul style="list-style-type: none"> • Complementary Advertising in Prince George Free Press (a \$97.26 value) as a result of bonus offer to new Chamber of Commerce members
Statistics:	<ul style="list-style-type: none"> • 22 people total • 9 host members (College Club) • 7 non-TM guests

	<ul style="list-style-type: none"> • 6 other Toastmasters
Exposure:	<ul style="list-style-type: none"> • PSA: CBC, PG Citizen, PG Free Press, Shaw TV, CIRX, CJCI, CKPG, Good Morning Prince George, Volunteer PG email distribution list, Java time, PG Express, My City Life.ca • WEB: PG Citizen, Initiatives PG, thepulse.ca, www.boardinPG., www.afterhoursPG, www.citylife.ca
Exposure Effect:	<ul style="list-style-type: none"> • Unknown, did not circulate guest contact request forms
Done Well:	<ul style="list-style-type: none"> • Good explanation of TM and the Communication and Leadership Program • Planning workload distributed equally by engaging host club executive and using action agreement table so everyone clear on roles, responsibilities, and timelines • Coffee and Timbits to welcome guests • Attendance greatly exceeds regular attendance of club meetings • Good representation by other TM clubs • Excellent speech by John that featured humor
Trickies:	<ul style="list-style-type: none"> • No TM information handouts, or meeting evaluation forms for guests, or guest contact request forms. • Limited exposure for other clubs • Tight seating for number of participants • Too much information in 2nd half. • Primarily a mature demographic • Some Table Topics given to people with agenda roles
Do Differently:	<ul style="list-style-type: none"> • Greg to remember to bring TM handouts, etc. • Use joke as an opportunity to give a story, not a typical joke • Greater seating capacity • Provide information about other clubs during bridging comments and introductions • Gear marketing toward a younger demographic (students, young professionals, etc.) • Greater distribution of Tabletopics

Date:	Tuesday, November 18, 2008
Time:	7:00 pm - 9:00 pm
Host Club:	Spruce Capital Club
Location:	Prince George Library, Keith Gordon Room
Cost:	<ul style="list-style-type: none"> • \$45.00 for Library Room Rental • \$97.26 for Advertising in Prince George Free Press (1 run) • \$4.49 Water • \$14.99 Fruit Tray • \$ 5.34 Name tags
Statistics:	<ul style="list-style-type: none"> • 34 people total • 7 host members (Spruce Capital)

	<ul style="list-style-type: none"> • 13 non-TM guests • 14 other Toastmasters (All but Chinook and Daybreakers)
Exposure:	<ul style="list-style-type: none"> • PSA: CBC, PG Citizen, PG Free Press, Shaw TV, CIRX, CJCI, CKPG, Good Morning Prince George, Volunteer PG email distribution list, Java time, PG Express, My City Life.ca • WEB: PG Citizen, Initiatives PG, thepulse.ca, www.boardinPG., www.afterhoursPG, www.citylife.ca • Posters: PGRH, Plaza 400, PG Library, PG Civic Centre, Karpes and Co., CNC
Exposure Effect:	<ul style="list-style-type: none"> • 2=VPPR email • 1=Community Calendar in paper • 1=Ad in paper • 2=word of mouth
Done Well:	<ul style="list-style-type: none"> • 80% of clubs represented • Started on time • Networking session was great • Lots of attendance by guests and TM • 3 greeters • Nametags and markers available • Greg brought extension cord • Introductions prepared prior to the meeting • Excellent turnout by host club • Record attendance of 33 members and 12 non toastmaster guests • Round table introduction completed on time • Distribution of guest cards • Evaluation Forms • Treats and water available • Communicated to guests the fun aspect of Toastmasters • Chairperson handled introduction problems well and showed guests that Toastmasters is a place to learn rather than a place to worry about mistakes • Toastmaster preamble a little long • Speaker perhaps sharing too much personal information • Enjoyable and well done meeting • Tom's Toastmaster address was confidently delivered • Practice atmosphere messaging • Spruce Capital members contribution of treats, gavel, timer light, cups • Aftermath thanking email from VPPR Chairperson • College Club may get article in CNC student newspaper as a result of guest.
Trickies:	<ul style="list-style-type: none"> • S of A did not start with a gavel bang • Signs in library leading folks to Keith Gordon Room • More dancing bears! • Guestbook • Pad times on agenda so not rushed.

	<ul style="list-style-type: none"> • Too much information in 2nd half. • Chairperson: keep all introductions on one page instead of separate slips of paper or have back up • Daybreaker Club and Chinook Club not represented • Limited time at end of meeting to network (rushed out by Library staff) • No bookmarks or handouts for guests (produced but forgotten) • Chairperson misplacing an introduction, then gave an improv introduction with errors • Several presenters overtime • Encourage more guests to come and observe • Brief overview of manuals would have been more appropriate for 2nd half speech introductions. • Printed evaluation forms for speeches • “don't feel you are obligated to” was not constructive to guests during guest comments • We had to ask for lectern, not in room when we arrived • Water and cups distributed during the meeting • Meeting evaluation slips handed out but not planned by organizers • TT Evaluator open faced evaluations for two presenters • GE Evaluator some sharp humor
Learnings:	<ul style="list-style-type: none"> • Toastmasters started in 1924. • Humor is ok in speeches. • Positive attitude, humor, energetic speakers are all a great asset for an effective and good meeting. • The value of hand gestures. • The History of Toastmasters • Shawn looks good in a suit • Ask guests how they found out about meeting • The value of creating a practice environment (plant a mistake) • If misplace an intro, introduce speaker via interviewing them (KISS) • Non-Remedial/ new to expert messaging • Practice for real life messaging – ok to make mistakes • Maximize delegation or will forget or make mistakes • Don't organize with a solid committee or will suffer

Date:	Monday, Feb. 25, 2008
Time:	7:30 pm - 9:30 pm
Host Club:	Cariboo Club
Location:	Prince George Civic Centre, 855 Dominion St., 2nd Floor (3 rooms)
Cost:	<ul style="list-style-type: none"> • \$72 for VPPR • \$42 for Cariboo • \$114 total (\$42/room)
Statistics:	• 18 people total

	<ul style="list-style-type: none"> • 6 host members (Cariboo) • 9 Non-Toastmaster Guests • 3 other Toastmasters (all from ND club)
Exposure:	<ul style="list-style-type: none"> • PSA: CBC, PG Citizen, PG Free Press, Shaw TV, CIRX, CJCI, CKPG, Good Morning Prince George • WEB: PG Citizen, Initiatives PG, thepulse.ca, • POSTERS: PGRH, Plaza 400, PG Library
Exposure Effect:	<ul style="list-style-type: none"> • 1=website • 1=poster (library) • 1=Shaw TV • 1=NIFR poster • 1=word of mouth (Cariboo member)
Done Well:	<ul style="list-style-type: none"> • Chair gave a personal story of why joined TM • A TM introduced each guest • Table Cloths, water jugs, glasses were pre-set • Excellent Venue • Guests mostly young (<35) • Good representation from the ND Club • Planned well on short notice • good speeches and evaluations • Good toastmaster participation • Good guest turnout • Incorporation of humor which was done well by presenters
Trickies:	<ul style="list-style-type: none"> • Limited marketing of all clubs • Introductions lacking • Only 4 non-host TM guests • Diplomacy needed to "coach" club due to lack of neutral ground • More room than people • Costly room rental compared to Library
Items to do Differently:	<ul style="list-style-type: none"> • Greater @ door • TM to sit by each guest • Round Robin intro • More rigor with intros (Include club and info) • Name Cards • TM designations on a flip chart • Prepare and give Club and VPPR a list of guidelines for hosting a VPPR meeting (have a Round Robin Intro, choose strong Toastmasters for key roles, = representation from all clubs on agenda) • Have a follow-up PSA in PG Cit. • Consider paid ads. • Consider Lunch demo meeting • Only rent 2 rooms @ Civic Centre