

Today's guest is tomorrow's member! Remember how you felt at your first meeting.

- ***Welcome guests as they enter your meeting room.***
- ***Assign an officer or member to sit next to them to answer questions during the meeting.***
- ***Give first-time guests a club guest packet.***
- ***Invite them come again and to join the club!***

Guest packets

Here's a list of items you may consider including in a packet to give each first-time visitor:

- A welcome note from the Club President that includes contact information for club officers
- A calendar of upcoming Club events
- A sample meeting agenda
- The latest District Newsletter
- Flyer: [Your Toastmasters Membership Provides These Benefits. Catalog No. 354](#)
- Brochure: [Confidence: The Voice of Leadership Catalog No. 101](#)
- Brochure: [Find Your Voice. Catalog No. 99F](#)
- Brochure: [All About Toastmasters. Catalog No. 124](#)
- Booklet: [A Toastmaster Wears Many Hats Catalog No. 1167-D](#)
- Flyer: [10 Tips for Successful Speaking Catalog No. 105](#)
- [History of our Founder](#)
- [New Membership Application \(for districted clubs\) Catalog No. 400](#)
- Any additional Toastmaster brochures and materials your Club wants to include.

Many of the items on the list are free; you only pay the shipping. Be sure to include them in your next supply order for the club. Check out the [Free Materials](#) section of the Toastmasters International on-line store.