

Moment of Truth

Determine which of those standards are being met by circling "yes" or No" Record any recommendations for improvement or change.

First Impressions

- Guests greeted warmly and introduced to officers and members YES/NO
RECOMMENDATIONS:

- Guest book and name tags provided YES/NO
RECOMMENDATIONS:

- Professionally arranged meeting room YES/NO
RECOMMENDATIONS:

- Arrangements meets speakers' needs YES/NO
RECOMMENDATIONS:

- Guests invited to address the Club YES/NO
RECOMMENDATIONS:

- Guest invited to join YES/NO
RECOMMENDATIONS:

New Member Orientation

- Formal induction, including presentation of pin and Basic Manual YES/NO
RECOMMENDATIONS:

- Assignment of coach/mentor YES/NO
RECOMMENDATIONS:

- Education programs and recognition system discussed YES/NO
RECOMMENDATIONS:

- Learning needs assessed YES/NO
RECOMMENDATIONS:

- Speaking role(s) assigned YES/NO
RECOMMENDATIONS:

- Member involved in all aspects of club's activities YES/NO
RECOMMENDATIONS:

Fellowship, Variety and Communication

- Guest greeted warmly and made welcome YES/NO
RECOMMENDATIONS:

- Enjoyable and educational meeting YES/NO
RECOMMENDATIONS:

- Regularly scheduled social events YES/NO
RECOMMENDATIONS:

- Members participate in Area, District and International events YES/NO
RECOMMENDATIONS:

- Inter-Club events encouraged YES/NO
RECOMMENDATIONS:

- Club newsletter/bulletin issued on regular basis YES/NO

RECOMMENDATIONS:

Program Planning and Meeting Organization

- Program and agenda publicized in advance YES/NO

RECOMMENDATIONS:

- Member know program responsibilities and are prepared to carry out all assignments YES/NO

RECOMMENDATIONS:

- Speeches given from basic and advanced manuals YES/NO

RECOMMENDATIONS:

- Meetings begin and end on time YES/NO

RECOMMENDATIONS:

- Creative table topics YES/NO

RECOMMENDATIONS:

- Positive and helpful evaluations YES/NO

RECOMMENDATIONS:

Membership Strength

- Club as 20 or more members YES/NO

RECOMMENDATIONS:

- Current members retained YES/NO

RECOMMENDATIONS:

- Promotion of the club in the community or within its organization YES/NO

RECOMMENDATIONS:

- Club programs varied and exciting YES/NO

RECOMMENDATIONS:

- Toastmaster sponsoring new members recognized YES/NO

RECOMMENDATIONS:

- Regular membership building programs YES/NO

RECOMMENDATIONS:

Recognizing Accomplishments

- Awards applications immediately submitted to World Headquarters YES/NO

RECOMMENDATIONS:

- Progress chart displayed and maintained YES/NO

RECOMMENDATIONS:

- Member achievements formally recognized with ceremony YES/NO

RECOMMENDATIONS:

- Club, District and International leaders recognized YES/NO

RECOMMENDATIONS:

- Club and member achievement publicized YES/NO

RECOMMENDATIONS:

- DCP(Distinguished Club Program) used for planning and recognition YES/NO

RECOMMENDATIONS: