

Toastmasters Guest Packet

The mission of the Let's Talk Brentwood Toastmasters club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn fosters self-confidence and personal growth.



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When and Where

Let's Talk Brentwood

Club #2870

When: Every Wednesday of each month from 11:50 PM to 1:00 PM

Where: TBD - Brentwood, TN 37027

Due to the COVID-19 outbreak, Let's Talk Brentwood will only be streaming our meetings on a virtual platform until further notice. *There will be no in-person meetings until further notice.*

Visit us virtually!

Here is the Zoom Meeting information for our upcoming meeting:

Join Zoom Meeting:

<https://us04web.zoom.us/j/73243916473?pwd=T25BMU1oYndibWFKNnpPb0cwUjFXQT09>

Meeting ID: 732 4391 6473

Password: LTB2870

Call in only option: +1 312 626 6799

Meeting ID: 732 4391 6473

Password: 355551**To submit your Votes & Feedback:** bit.ly/myltbvote

If you sign up for a meeting role, please be sure to test your online connection prior to the start of the meeting.

Welcome!

Dear Honored Guest,

We are pleased to welcome you to the Let's Talk Brentwood Toastmasters club. We sincerely hope your visit to our club will be a pleasant experience.

The people you will meet at Toastmasters come from a variety of professions or businesses, social positions, and backgrounds. Some will be just beginning their careers, while others will already be established in their work. Some have been in Toastmasters for many years and are accomplished speakers, while others have just started out and are as nervous and inexperienced as you may feel you are. This diversity of backgrounds, interests, and speaking experience has proven to be one of the great advantages of Toastmasters membership. The only prerequisite is that you must be at least 18 years of age.

At this meeting, we will show you how we learn to express our thoughts, ideas, and opinions and develop our leadership potential through an enjoyable, yet thoroughly professional educational program. The best way to learn is by doing, and that's how Toastmasters works.

We hope the enclosed information will help you understand Toastmasters and Let's Talk Brentwood Toastmaster Club. This packet is yours to keep. If you have any questions, feel free to ask anyone in the Club. We have enclosed some contact information. Any officer would be glad to give you more information or assist you in participating.

Please share this packet with someone else you think may be interested in our Club – they'll thank you for it!

Again, we are pleased you chose to visit Let's Talk Brentwood. We invite you to relax and enjoy the experience of the Toastmasters Communication and Leadership program.

Sincerely,

The Officers and the members of Let's Talk Brentwood

What is Toastmasters?

Let's Talk Brentwood applauds your interest in self-improvement. Toastmasters International is an organization devoted to helping people much like yourself, develop their leadership and communication skills. We do this by offering a proven plan to improve your speaking, listening, and leadership skills.

- Toastmasters International has more than 352,000 members in over 16,400 clubs in 141 countries around the world.
- There nearly 4,000 members in 91 clubs within our District #63 which covers parts of Tennessee, Kentucky and Virginia.
- And one club within a short distance from your home or office that is just right for you - the *Let's Talk Brentwood Club!*

Toastmasters is a fun way to build your speaking and presentation skills. Each meeting provides an opportunity to practice impromptu and prepared speeches. Whether you're a seasoned pro or a nervous novice, you will gain valuable skills and insight. In addition to club meetings, there are many other learning events during the year. We have several contests, seminars, and conferences each year to meet your communication and leadership needs. These events are great for networking and highlighting your new skills outside of the club. You will be pleased to find your speaking will go from "near petrified" to "near perfection" in just a few short months.

Toastmasters Districts



Regions 1-10
(See detailed map for district numbers)

Region 11
20, 59, 71, 74, 79, 91, 94, 95, 104, 105, EATC

Region 12
17, 69, 70, 72, 73, 90

Region 13
41, 67, 76, 82, 85, 88, 89, 92, 93, 98

Region 14
51, 75, 80, 87, 97P, 102

Maps are approximate. Please send questions to districts@toastmasters.org.

2017-2018
Effective July 1, 2017

Club Etiquette

In order to fully benefit from your first meeting, please follow these rules:

- Applaud at the introduction of each speaker and again at the end of the speech (the Toastmaster equivalent of a group hug). It is part of the nurturing environment that encourages personal progress.
- Speak in response to table topic questions (optional).
- Vote for: Best Table Topics, Best Speaker, Best Evaluator
- Ask questions of the members before and after the meeting.
- Let us know how our Club can help you achieve your goals.
- Tell us your reaction to the meeting.
- Plan to return for a second look.

You have taken an important first step towards improving your communication skills by asking about our program. We suggest the following next steps:

- Determine where you stand as a speaker and form a written plan for your areas of improvement.
- Participate in our next meeting and request a mentor.

We welcome your questions and your input.

Timing

All speaking roles are timed. The chart below will help you understand the timing of various roles.

<i>Speaking Role</i>	<i>Time (in minutes)</i>	<i>Green light</i>	<i>Yellow light</i>	<i>Red light</i>
Table Topics	1 to 2	1:00	1:30	2:00
Ice Breaker	4 to 6	4:00	5:00	6:00
Most Speeches	5 to 7	5:00	6:00	7:00
Specialty Speeches	8 to 10	8:00	9:00	10:00
Evaluation	2 to 3	2:00	2:30	3:00

In general, the green light comes on at the minimum time, the red light comes on at the maximum time, and the yellow comes on halfway in between.

Disqualification just means that the speaker is not eligible for the Best Table Topics/Best Evaluator/Best Speaker awards. The speech still counts toward their manual project.

Note that on all speaking assignments (other than Table Topics), you are given 30 seconds leeway in either direction before you are disqualified. Since Table Topics is so short, you are only given 30 seconds leeway on the maximum time limit.

Cast of Characters

When you attend your first few meetings it will be helpful to know the cast of characters:

Presiding Officer: The most senior ranking officer present; opens the meeting, conducts any necessary business, and introduces the Toastmaster of the Day.

Toastmaster: The Master Of Ceremonies; The Toastmaster introduces the various participants in the meeting and leads the meeting.

Word Master: A member presents a word of the day, gives the definition and uses it in a sentence asking the audience to use it throughout the meeting.

Grammarian:

This member reports on each participants grammar and counts audible errors such as “ah”, “uh” and “and”. This person also praises participants for using the *word of the day*.

Timer: Because one of the purposes of Toastmasters is to ensure our members learn how to express a thought within a specific time, the time keeper times, records and reports the time used by each table topic speaker, speaker, and evaluator.

Speakers: Typically there are three speakers. Each one gives a prepared *manual* speech, usually 5 to 7 minutes. Each speech has specific objectives that are listed in the Basic Manual (that's why it's called a *manual* speech).

Evaluators: The purpose of the evaluator is to motivate the speaker to both continue speaking and to improve. The evaluator lets the speaker know what areas he has excelled in, and also offers a few constructive suggestions to help the speaker improve

Table Topics Master: The table topic master helps members practice thinking on their feet. He selects topics of general interest and asks questions of members in the audience (you may be asked to participate).

General Evaluator: Provides constructive feedback on the meeting in general. He coordinates and introduces the individual evaluators and the grammarian.

Cost of Membership

Paid twice a year by all members, membership dues are pro-rated from the member's start month. New member fee does not apply to members transferring from other clubs.

Fee Schedule for Let's Talk Brentwood Toastmasters Club			
Toastmasters International New Applicant Fee		\$20.00	
Winter Semester	Summer Semester		
October	April	\$57.00	
November	May	\$47.50	
December	June	\$38.00	
January	July	\$28.50	
February	August	\$19.00	
March	September	\$9.50	
Total Fees Due:			

2020-2021 Let's Talk Brentwood Officers:

President: Matthew Hill

Vice-President Education: Aleshia Garrett, CC, CL

Vice-President Membership: Kelli Reed

Vice-President Public Relations: Michelle Holden P1

Secretary: Pramod Burwal

Treasurer: Robert Mohon, ACB, CL

Sergeant At Arms: Anjali Burnwal

Contact Information:

Let's Talk Brentwood

Attn: Aleshia Garrett

201 Powell Place

Brentwood, TN 37027

Email: letstalkbrentwood@gmail.com

Website: www.letstalkbrentwood.com

Twitter: @letstalkbrentwood

Facebook: <https://www.facebook.com/letstalkbrentwood/>

LinkedIn: <https://www.linkedin.com/groups/12297398/>

New Member Experience

Every journey has a destination. Your journey through Toastmasters - from delivering speeches to acquiring leadership skills to mentoring others or even becoming a professional speaker - will lead to a place of experience and confidence from which you'll turn goals into realities.

And you won't be alone. Along the way, you'll become a part of a supportive group of people in your local area who share a common desire: to improve communication and leadership skills through practice, peer feedback and objective evaluation.

You'll also become part of a worldwide organization dedicated to supporting members and constantly improving the Toastmasters experience.

We hope you've enjoyed learning about Let's Talk Brentwood and will consider becoming a member of our club. Once you complete the Membership application and dues payment, you will receive an email within 7 business days of joining that will include your membership

Within two weeks of joining Toastmasters, you will receive a New Member Welcome Email from Toastmasters International Headquarters in Oregon. If you do not receive this email within two weeks of joining, please inform the VP of Membership or the club President.

The New Member Welcome email contains valuable information about how to log into your account at www.toastmasters.org and how to start your Pathways Assessment.

The New Pathways

Toastmasters Pathways learning experience, an exciting, flexible and interactive way to develop your skills and help others in your club develop theirs. Pathways helps you learn communication and leadership skills that you need to succeed. It gives you:

- The opportunity to build up to 300 unique competencies
- 10 specialized learning paths to choose from
- Online content, so that you can learn anytime, anywhere
- Real-world, transferable skills
- Content available in Arabic, English, French, German, Japanese, Portuguese, Simplified Chinese, Spanish and Traditional Chinese