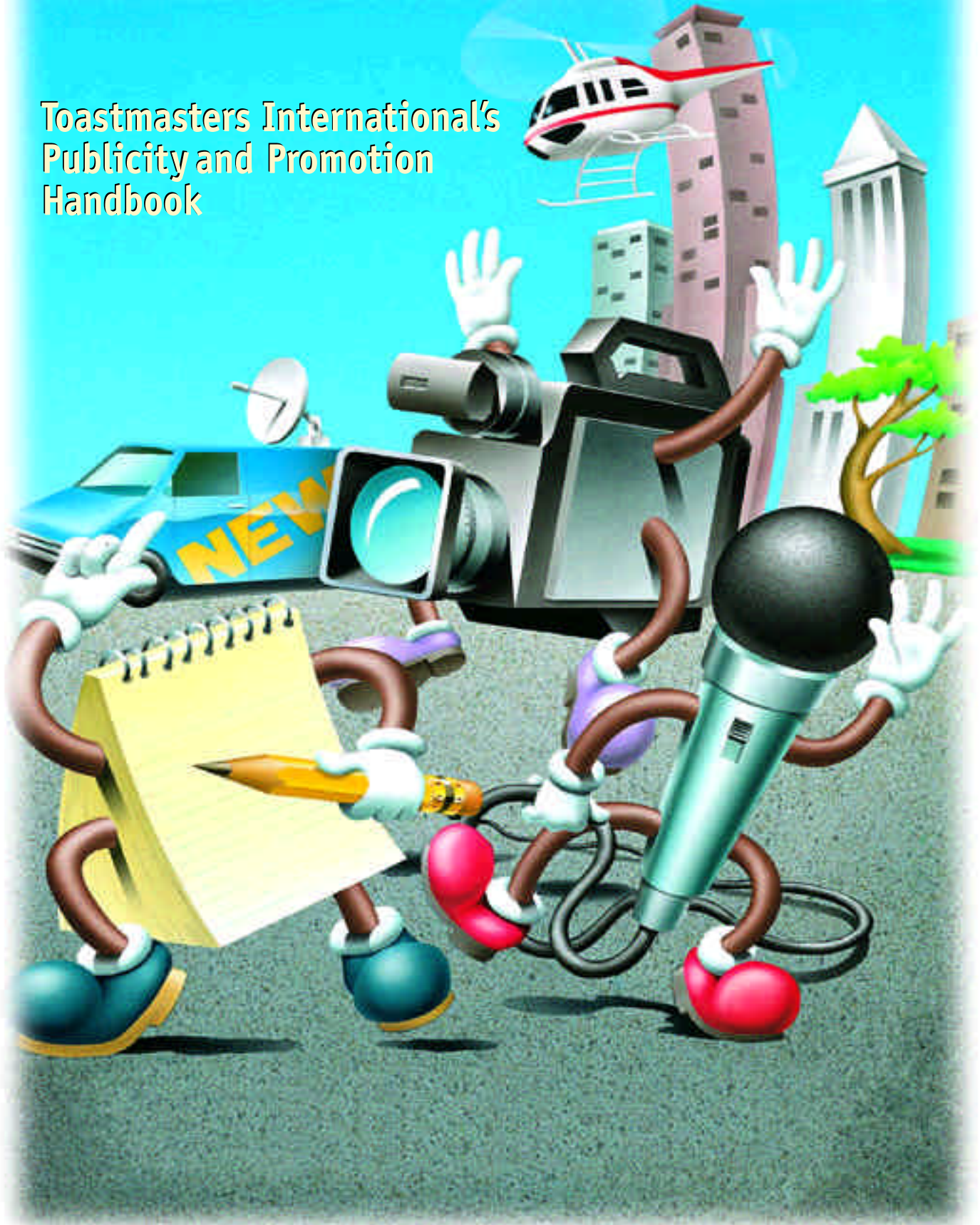




Let the World Know

Toastmasters International's
Publicity and Promotion
Handbook



Our Mission

Toastmasters International has developed a clear-cut statement of beliefs, goals and values for the organization as a whole, and our two major subdivisions – districts and clubs. These are our Mission Statements. These statements identify the underlying aim, design and thrust of our organization – they define our reason for being. In all your club activities, especially any publicity efforts, keep these mission statements in mind:

THE MISSION OF TOASTMASTERS INTERNATIONAL

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening and thinking – vital skills that promote self-actualization, enhance leadership potential, foster human understanding and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network to clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.

THE MISSION OF THE DISTRICT

The mission of the district is to enhance the performance and extend the network of clubs, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- 📌 Focusing on the critical success factors as specified by the district educational and membership goals.*
- 📌 Insuring that each club effectively fulfills its responsibilities to its members.*
- 📌 Providing effective training and leadership development opportunities for club and district officers.*

THE MISSION OF THE CLUB

The mission of a 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 foster self-confidence and personal growth.

Let the World Know



Toastmasters International's Publicity and Promotion Handbook



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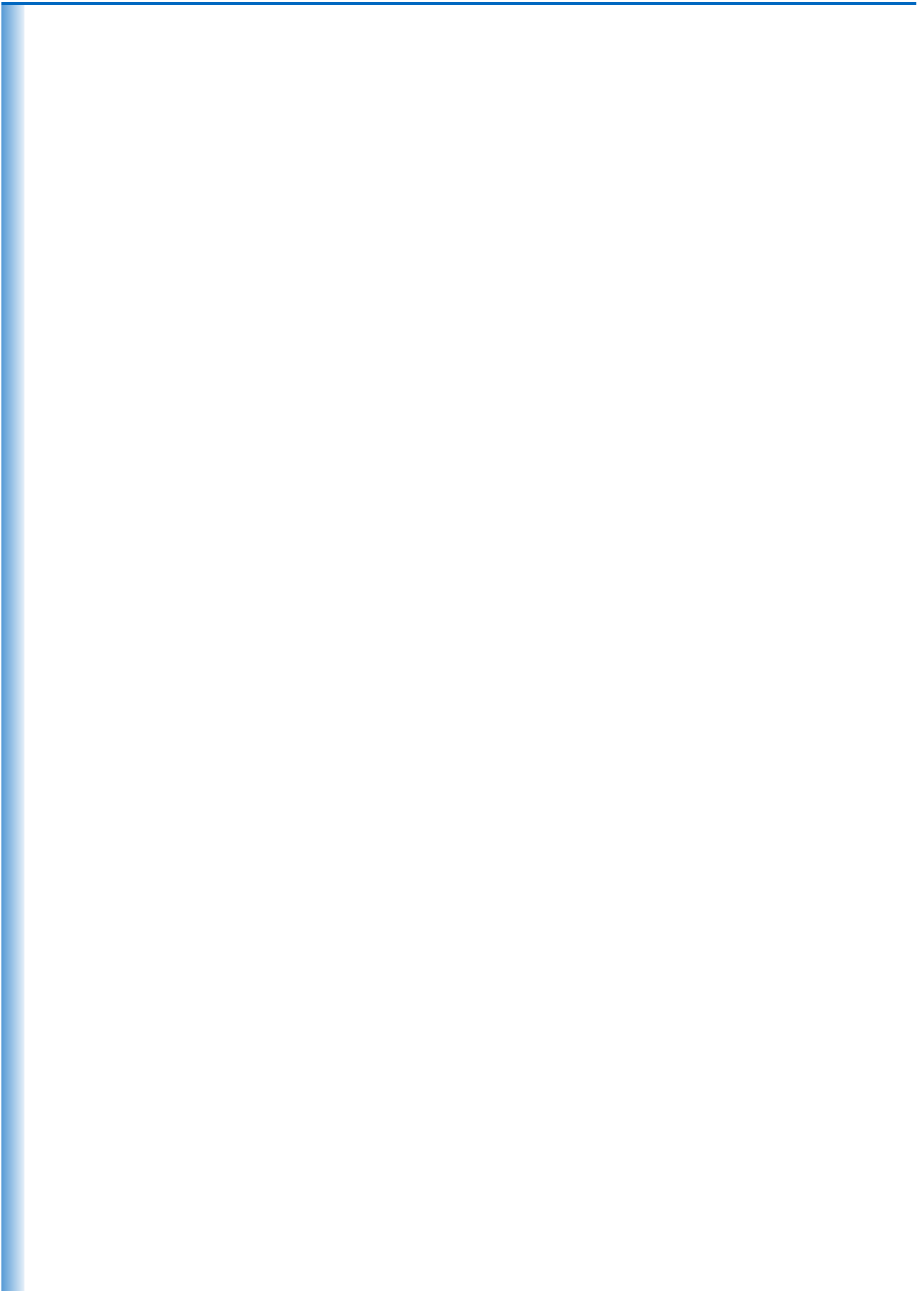


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Introduction

The odds are good that you joined your Toastmasters club because someone practiced good public relations. That “someone” may have told you about the effective educational programs offered by Toastmasters, or you may have read an article written by “someone” about Toastmasters.

That’s what public relations is all about: doing a good job and letting the world know about it.

Members of Toastmasters practice public relations when they tell non-members about the Toastmasters program. They also practice public relations when they serve as guest speakers or panelists for other organizations.

And the entire Toastmasters club demonstrates its public relations know-how by the manner in which it conducts its meetings when guests attend. A well-run meeting will motivate a guest to return.

These aspects of public relations are basic and highly important, but they are limited to contacts with relatively few members of the public.

Reaching larger numbers of people involves an organized public relations program using such tools and techniques as publicity, special events and other means of “letting the world know.”

Thousands of Toastmasters clubs have practiced good public relations for many years. Typically, some clubs have taken greater advantage of PR opportunities than others. Also typically, those that make more and better use of publicity and other PR tools are among the most successful clubs.

Successful clubs let their part of the world know about Toastmasters and the benefits their club bring to the community. As a result, they attract new members, expand their relationships with other local organizations and become recognized as a significant commu-

nity asset.

This handbook is a do-it-yourself guide for letting the world know about your club. It incorporates many of the ideas and activities developed and proved to be successful by numerous clubs. At the same time, it provides material about new media opportunities such as community cable television and the Internet.

Also included are some suggestions for creating a workable public relations program and how to use some of the tools and techniques effectively. Much of the material has been worded to be most applicable for the club level, but you will readily see that area, division and district leaders can make use of the information with only a little modification.

We hope it will be of value to you.

Public Relations Basics

Public Relations Goals

Our objectives as members of Toastmasters are to improve our ability to communicate and to develop our leadership potential.

But we have several other group goals that can be met only through well-planned and actively pursued public relations programs:

Maintain a consistently strong membership by regularly inducting new members to replace the normal turnover of participants as they achieve their personal objectives. A good PR program attracts the interest of potential members and helps fulfill this need.

Increase opportunities for members to serve as speakers or panelists for other community organizations. PR activities can open such doors.

Public recognition and appreciation of our club and its members can provide an additional incentive to our personal commitment as well as broader acceptance and support of our club throughout the community.



Public relations is every member's business. It requires the support and involvement of every club member. Your PR program begins with your club meetings, extends to other club

activities and is based on the good work your club does. Well-planned, well-organized and well-conducted meetings provide a solid foundation for good public relations. When non-members are present, they are your club's public. What they see, hear and feel at the meeting will determine their response to your club and its members.

Publicity can take many forms:

- ▣ **A publicity program** designed to take advantage of the opportunities offered by newspapers, radio and TV stations, the Internet, trade and professional publications and in-house company publications. As part of a nonprofit, educational organization, your club has an excellent opportunity to obtain publicity in the various media serving your local community. Since this is free advertising, your club is competing for media attention with other community activities.
- ▣ **Special events** initiated by your club (or district) or in which your club participates. A key benefit of many special events is that they provide good subject matter for publicity while offering direct contact with the public.
- ▣ **A newsletter** not only keeps members informed, but it also helps in recruiting new members.
- ▣ **A Speakers Bureau** lets members of the club (or district) showcase their speaking talents in the community. It also provides a service to other community groups and is a strong PR tool.

A major portion of the rest of this handbook is devoted to "how-to" information about various ways of obtaining publicity.

An Effective PR Program

Step I: Planning Your Publicity Program

Publicity is news that is offered to the media by the newsmaker rather than stories sought out and reported by media employees.

Every club activity is a potential news story. Many are relatively routine and may receive only brief mention. Others have greater news value with the opportunity for more extensive media coverage. Here are some examples:

- 📌 Announcements of regular meetings (calendar listing)
- 📌 Election of officers – Installation of officers
- 📌 Important visitors or guest speakers
- 📌 Club Communication Achievement Award presentation to someone prominent in the community or company.
- 📌 Major club and member awards such as Toastmaster of the Year; DCP Top 5 Clubs; Smedley Award; ATM and DTM awards.
- 📌 Speakers Bureau
- 📌 Club Anniversary
- 📌 TI Anniversary Month (October)
- 📌 Joint meetings
- 📌 New club demonstration meetings
- 📌 New club charter nights
- 📌 Speech contests at club, area, division, district and regional levels.
- 📌 Special programs open to the public such as Speechcraft; Youth Leadership; Success/Leadership

Examples of publicity – worthy items on the area level might include:

- 📌 Area Speech Contest
- 📌 Area-wide events open to the public (special workshops, etc.)

The Area Governor may also want to work with clubs to coordinate publicity throughout the area.

Publicity opportunities on the district level would include:

- 📌 Election of officers
- 📌 District conferences
- 📌 Communication and Leadership Award
- 📌 Outstanding Toastmaster of the Year
- 📌 Outstanding Area Governor of the Year
- 📌 Advance publicity for Speech Contests
- 📌 Division Speech Contest Winners
- 📌 District Speech Contest Winners
- 📌 Distinguished District recognition (if applicable)
- 📌 Other International recognition
- 📌 Presidential visit
- 📌 Director visits
- 📌 New clubs chartered

The Publicity Calendar

To take advantage of all publicity opportunities, you will need a schedule of activities. Wall or desk calendars are frequently used for this purpose.

Scheduled meetings and events such as those listed above should be noted on the calendar and updated as new events are developed. The calendar serves as a reminder of when to issue news releases or take other actions.

Step II: Creating a Media List

You will need to prepare a list of newspaper, TV, radio and any other local media. In most cities, media lists are available from local press associations, PR societies, Chambers of Commerce and convention bureaus. If no media list exists, it is relatively easy to prepare one. Here are some examples of media list contents:

NEWSPAPERS AND MAGAZINES

Name: Daily Bugle
Address: 123 Rath Street
Phone: 987-6543

Editor: John Jones
Contact: Mary Minor, Terry Toms
Notes: Submit release or fact sheet two days prior to publication date

TV AND RADIO STATIONS

Call letters: KJHG (Channel 8)
Address: 456 Rath Street
Phone: 876-5432
Manager: Harry Harrison
News Contact: Julie Juliet
Notes: "Good Morning Center City" program for interviewing; contact producer six weeks prior to event.

Maintaining Your Media List

If you have access to a personal computer or word processor, the list can be stored, easily updated and labels run off as needed. There are also various types of pressure sensitive label sheets on the market that can be used in a photocopier. You must prepare your list on paper, spacing your address according to the manufacturer's instructions, then load the label stock in the copier to make one or more sets of labels. A notebook or card file system could be used as well.

What Publications Should Be Included?

Your list should include local daily and weekly newspapers, magazines and radio and TV stations. Cable TV operators in your area should also be listed.

And don't forget professional journals and trade publications – they are useful when promoting activities and achievements of club members. You may ask the members to provide you with a sample copy of the publications they use so you can evaluate their publicity potential.

When you're issuing a release about some member to the general press, it requires very little additional effort to send a copy to one or two more publications. And it not only gives earned recognition to the member in his or her career, but it may also attract potential members.

Keep in mind that even if a publication doesn't print your release, you have notified its editors about your club so that next time, they may contact you for information relating to your club activities.

Step III: Making Media Contacts

Your communication with the media should begin as soon as you have an idea of what news you will offer them. Contact the newspaper or broadcasting station and ask the editor or station manager how they prefer to receive information.

- 📌 Do they prefer news releases or fact sheets?
- 📌 How long before the event do they want the information?
- 📌 What are their deadlines?
- 📌 Would they like to attend a club meeting to gain a better understanding of club activities?
- 📌 Is there a specific person you should contact about upcoming events?
- 📌 What programs (TV, radio) or sections (newspapers) lend themselves to potential interviews?

News people are typically busy most of the day. Try to arrange your conversation for a slack time, such as after a deadline has passed. Also, plan what you intend to say and ask so you can be sure of covering important points without requiring too much time.

Be sure to leave your name, address and phone number(s).

Step IV: Preparing Publicity Materials

Furnishing information to the media is fairly simple. The key is to be absolutely certain of your facts. Many newspaper, radio and television news people will say all they want is the facts and not to worry about the writing because they will take care of that part. While this may be true, you also must recognize that the way you organize the facts can be a big help to the news writer (and improve the chances of having your story published).

The most commonly used materials are **fact sheets, news releases and photos**. Radio and TV outlets also use **Public Service Announcements** (PSAs).

This format provides the bare-bones background of facts necessary for a news story. It answers the questions of Who, What, When, Where, Why and How (5 W's + H) in regard to the organization. Your club's fact sheet should be updated on a regular basis. See Appendix for an example.

A news release is essentially a fact sheet put into a series of short, simple sentences and paragraphs. The first sentence (called the "lead") covers as many of the 5 W's + H as possible in about 15 to 20 words. The "lead" gives the

editor the basic information needed to decide whether to read further or immediately reject your story. The remainder of the release fills in any gaps in the 5 W's + H formula and provides additional information to round out the story.

You also should bear in mind that acceptance of your release for use does not mean it will appear in whole or as you have written it. It may be used as a news brief consisting of only one or two sentences. That is why it is so important to have as many facts as possible in the first paragraph.

Proper preparation of your news release will improve the possibility that it will be accepted for use. Here are some guidelines:

Contact person's name and phone number →

You can also specify release on a certain date, but "immediate release" is used on most general interest news releases →

Lead paragraph should answer as many of these questions as possible: Who, what, where, when, why and how (if appropriate) →

Additional facts →

Background information →

Contact person's name and phone number →

SAMPLE RELEASE

May 1, 20__

CONTACT: John Lewis, Community Relations Chairman
Center City Toastmasters Club
Contact: 000-0000 or 111-1111

FOR IMMEDIATE RELEASE

TOASTMASTERS CLUB MARKS 10TH ANNIVERSARY

Civic dignitaries and past presidents of the Center City Toastmasters Club will be special guests at the club's tenth anniversary meeting Friday, May 10, at the Globe Restaurant.

Mayor Lou Burns, who has proclaimed the week of May 6 as Toastmasters Week in Center City, will be guest speaker, according to club President Brian White. The meeting begins at 7:30 p.m.

Chamber of Commerce Director Sam Smith, School Superintendent Fritz Nolan, and Hiram Greeley, editor of the "Center City News," also will attend.

The Center City Toastmasters Club was chartered by Toastmasters International on May 10, 19__ . Ten of its past presidents will be feted at Friday's meeting. They are (name).

As part of its anniversary celebration, the club is initiating a Youth Leadership Program in communication and leadership development for students at Center City High School. A display of the club's materials and resources is being exhibited this week at the public library.

The club is one of more than 8,800 Toastmasters clubs around the world providing its members with a program of communication and leadership development. Toastmasters here meet each Tuesday at 7:30 p.m. at the Globe Restaurant

#

- ✦ It should be typewritten on standard 8 1/2 by 11-inch letterhead or plain white paper. In either case, be sure to include the name of your club and your name, address and phone number so you may be contacted if further information is needed.
- ✦ The typing should be double-spaced on one side of the paper only.
- ✦ The release should begin about one-third to one-half way down the first page and should have a minimum one-inch margin on both sides. The blank space at top and sides provides space for the editor's notations.
- ✦ Try to write a clever or newsworthy headline. The headline may be the only thing an editor sees before deciding whether to use the information.
- ✦ The first line of each paragraph should be indented about five spaces.
- ✦ If the release has more than one page, type "more" at the bottom of each page except the last one. At the end of the release, type "- 30-" or "END."
- ✦ Toastmasters International has stock news release stationery available from the Supply Catalog in packages of 100 sheets. (Code No. 1142).
- ✦ Sample news releases for various occasions can be found in this manual's Appendix.

Photos

A good picture increases the odds of your release being used. And if the photo is printed, it also improves the possibility of your release being seen and read. Often publications use just a photo and its caption as a complete item.

Here are some guidelines on photos for publications:

- ✦ Plan what you want in the photo before taking it. Avoid hand-shaking and other over-used, trite poses.
- ✦ Use "action shots" whenever feasible. Strive for "natural" poses.
- ✦ When group photos are necessary, try to limit the number of people in the picture. Avoid showing a group of grinning faces staring at the camera.

Here are some other practices that can improve the chances of your material being used:

- ✦ Provide good quality glossy prints at least 4"x 6" in size.
- ✦ Prepare a short caption identifying the people (left to right) with full names and be sure to cover the 5 W's + H in the caption. Also, include your name and phone number. Attach the caption to the back side of the photos.
- ✦ Although you may be submitting the photo along with your news release on the same subject, you still need a caption, in case the photo gets separated from the release.
- ✦ Submit your photo while it is still newsworthy. Keep the media deadlines in mind and work to meet them.
- ✦ Be patiently persistent. If your photo is not used, remember it was in competition for space with many other organizations and not all material submitted can be used. Re-examine your picture and story. Think of ways to make your next submission more interesting, lively or "different" to attract the editor's attention. Perhaps other club members will have some suggestions. Use your creative powers for publicity as you strive to do better in developing your speech materials.

Public Service Announcements (PSAs)

Although radio or television stations may work from news releases in much the same manner as newspapers and magazines, broadcast media also use a special kind of release called the Public Service Announcement. PSAs are free commercials broadcast for nonprofit organizations to meet licensing requirements of the Federal Communications Commission.

Most stations assign one employee to handle PSAs. You should contact this individual and obtain full information about the style and format preferred for PSAs.

Format for PSAs

Most radio and TV outlets will readily accept your standard fact sheet and/or news release

with the understanding that station employees will rewrite them as necessary to meet their own programming requirements. In fact, some announcers prefer to work from fact sheets, ad-libbing their own comments.

There are two specific PSA formats you should consider: the straight PSA and the taped PSA.

1 The straight PSA is the most commonly used. Like the lead in a news release, it is briefed down to perhaps one or two sentences. But the writing style is more informal and conversational since PSAs are meant to be spoken aloud.

Sample PSAs of this type are shown beginning on page 38. You will note that they include the approximate number of seconds they will require when spoken aloud. You may want to prepare two or more PSAs of different lengths.

In discussing PSAs with the station representative, you may learn that the station prefers to type its PSAs on card stock of a certain size. Card stock is often preferred because the cards are easy to file for re-use in later time slots. (A better chance for your message to be aired.)

Taped radio spots are relatively simple since they require only voice plus possible music and/or sound effects. Your script may provide for dialogue (two or more voices) announcing or discussing the event. It could be a musical message or one based on humor.

2 The taped PSA is similar to taped commercials used regularly.

Local cable TV stations can provide assistance in producing community service tapes. Contact them well in advance of the planned release date to learn about their requirements.

Radio spot announcements are available through the TI Supply Catalog. These radio announcements are suitable for AM or FM, commercial and educational station use. Each set comes with instructions for using the tapes and obtaining public service air time. Check Catalog No. 1151 for price.

Four TV public service announcements are available from the Supply Catalog: The Execution, Bad Speech, Corporate Appeal and Personal Growth. Each announcement is approximately

30 seconds in length, and includes a buffer that allows information specific to your club to be added at the end of the message.

The video tape spots are in color and also include an instruction booklet on how to obtain public service air time. They are available in 3/4", VHS, PAL and BETA-SP. Consult Catalog No. 1144 for price and information.

When furnishing the station with either a radio or TV tape, at least one full copy of the script should be provided along with the tape.

Step V: Follow-Up: Key to Continued Success

Your publicity plan is succeeding, your materials are being used by one or more of your targeted media, so what else is there to do?



That's where the all-important opportunity for follow-up action comes in, because follow-up is essential to continued and probably even greater success.

Let the Media Know

When your story is printed in the press or told over the air, make a point of letting the people responsible know that you know the story was used and you greatly appreciate their efforts. But a note of caution: Don't overdo it. A brief and friendly "thank you" is sufficient.

Let Your Members Know . . .**Now and in the Future**

Many public relations officers maintain a separate binder for filing clippings of news stories and/or copies of materials provided to and used by the electronic media. The names of the media

and dates used are noted on the material for future reference.

Let World Headquarters Know

When your club, area or district scores a promotional goal of more than routine interest, it's important that you let Toastmasters World Headquarters know. Send a copy of the clipping or release to the Publications Department. Attach a letter explaining further about the story (if you feel it necessary) and how the publicity was obtained. Your idea may be mentioned in *The Toastmaster* magazine.

The Do's and Don'ts of PR

"Do's"

- Watch your newspapers for articles about community organizations to better understand the kind of events covered and how they are written.
- Tune in TV and radio news programs frequently to learn how they handle publicity – especially public service announcements.
- Treat news contacts as busy, hard-working professionals. Determine what they expect and look for in news releases. Provide information that is really news, although sometimes routine news such as meeting announcements will be picked up. Scale your news release to fit the importance of the event so as not to waste their time or yours. Avoid any hint of "propaganda."
- Accept the likelihood that you will "win some, lose some" and be grateful for those you win.
- Encourage all members of your club to come up with original ideas for club activities and be sure to promote the best ones.

- Always remember that timeliness is important for most stories, so submit your news releases well in advance of media deadlines.

... And "Don'ts"

- Don't ask your newspaper contact for a clipping or a copy of the paper in which your article appeared. If you want one, buy it.
- Don't complain or ask your contact why your release wasn't used. Just hope for better luck next time.
- Don't complain if your release is re-worked or even totally rewritten. (Unless facts have been significantly altered.) Be grateful for the free publicity you received.
- Don't make a point of telling one media contact that another media source used your press release. You could alienate your contacts.
- Don't fret about publicity that didn't jell. Focus on the future.
- Don't use pressure such as friendship or business connections to get your publicity materials used.

Skills in public speaking important to employers

Coronet News Service
CHAPPAQUA, N.Y. — For new college graduates and seasoned employers alike, the '80s have been a time of corporate downsizing. Even college degrees and technical skills aren't all it takes to make a person more marketable.

But company recruiters and business consultants say job seekers can stand out a bit more by developing one basic skill: public speaking.

It's now virtually impossible to find a large company that doesn't offer public speaking training. Even radio stations run commercials pushing self-help tapes to improve speaking and communication skills.

"We're told by companies that the two biggest problems MBA students often have after graduating are speaking and writing," said Terry McCann, executive director of Toastmasters International in Mission Viejo, Calif.

Toastmasters bills itself as the world's largest self-improvement organization, teaching the art of public speaking. With around the world and a

members, many unemployed and working people are seeking such outlets to make themselves more marketable, McCann said.

"The biggest advantage speaking skills gives you is that you stand up and have your voice heard," McCann said. "You are those who fulfill the mission of a job."

Toastmasters good way to beat fear of speaking

By Katherine Griffin

Years ago, children learned to recite before an audience from an early age; these days, few are taught this skill. If you're anxious about interviewing for a job or other situations calling for speaking in front of other people, a public-speaking class or Toastmasters International can go a long way in helping.

We know, we know: Toastmasters isn't that something people's dads did back in the '50s? The organization was all-male until the 1970s, but today women make up about half of the

170,000 members around the world, and psychologists, speech coaches and others say there's nothing like it for brushing up on the basics of public speaking.

Roberta Perry, 52, was the only woman in her Toastmasters group when she joined as a secretary in 1974. During her first speech, she was so nervous that she made wild hand gestures as she spoke — with her hands raised in the air.

Today, Perry is senior vice president at Edwards Technology, a Los Angeles-based audiovisual company she co-founded 10 years ago. She's also the president of her industry's trade group, Perry credits Toastmasters with giving her the skills and confidence to work her way into a leadership position in a male-dominated field.

Public speaking can give you edge

Companies and clubs try ways to learn it

Coronet News Service
CHAPPAQUA, N.Y. — The new rules of corporate downsizing and downsizing have brought a difference in public speaking and technical skills aren't all it takes to make a person more marketable.

But company recruiters and business consultants say job seekers can stand out a bit more by developing one basic skill: public speaking.

It's now virtually impossible to find a large company that doesn't offer public speaking training. Even radio stations run commercials pushing self-help tapes to improve speaking and communication skills.

So, you like, want to be, um a better public speaker?

By Allan R. Barry
Staff Reporter

The speaker must not only be prepared when he or she speaks, but also must be prepared to handle the audience. The speaker must be able to handle the audience. The speaker must be able to handle the audience. The speaker must be able to handle the audience.

A speaker from the group then gave a five-to-seven minute speech which had been analyzed by the group. The main speaker then gave a five-to-seven minute speech which had been analyzed by the group. The main speaker then gave a five-to-seven minute speech which had been analyzed by the group.

Division B which is the only group of Toastmasters International that is all-male. The group has 100 members and is located in the Los Angeles area.

Public speaking can give you an edge in the workplace. It can help you communicate more effectively with your colleagues and superiors. It can help you present your ideas more clearly and persuasively. It can help you build self-confidence and overcome your fears.

Interviews

Interviews and Talk Shows

An interview is essentially a question-and-answer session with one or more representatives of the media. Some preparation by the person being interviewed is necessary, as well as understanding of a number of well-tested concepts and rules of conduct.

The interview may be somewhat informal. You may suggest an interview to a media representative, or a reporter may initiate it by requesting to meet with you, or you may be interviewed live or on tape during a radio or television talk show.

Radio and TV talk shows always need interesting guests who can articulate their ideas well with little coaching – Toastmasters are ideal for this! Be sure your media list includes all applicable talk shows in town and contact them on a regular basis – especially when special events arise. Some Toastmasters have even parlayed a short interview into a regular segment of a talk show. In addition to the more popular weekday morning programs (typically following their network counterparts) many stations broadcast more specialized, sometimes more scholarly public service interview programs, generally on Sunday afternoons (TV) or evenings (radio).

If you initiate an interview, it is advisable to ask if there are some particular topics the reporter wants to explore so that you can gather any necessary information in advance.

Guidelines on Being Interviewed

- 📌 **Answer questions directly and briefly.** Do not over-explain. Let the reporter ask for further clarification if he or she wants it.
 - 📌 **Be sure you understand the question.** Ask questions of the reporter if you need clarification.
 - 📌 **Use examples to illustrate your answers.** Tell about actual Toastmasters situations to explain your point. Such anecdotes provide valuable material for the reporter's story.
 - 📌 **Say you don't know, if you don't.** Offer to get the answer and be prepared to make a note of the question. Let the reporter determine if the information is really needed.
 - 📌 **Avoid "off-the-record" comments.** If you say it, they'll most likely print it. Talk about personal experiences to support your replies and point of view.
 - 📌 **Stick with the facts.** Avoid guesses and unsupported opinions.
 - 📌 **Maintain your poise and sense of humor.** Let the reporter see you as a real human being who enjoys life...and being a Toastmaster.
- 📌 **Think positive.** Bear in mind that you have an opportunity to boost your club and fellow members.
 - 📌 **Know your facts** (How long has the club existed? How many Toastmasters clubs in the city? How many members? etc.) Check the Toastmasters Web site at www.toastmasters.org for current membership and historical facts.
 - 📌 **Rehearse.** Think of the questions the reporter might ask you. Practice answering them.



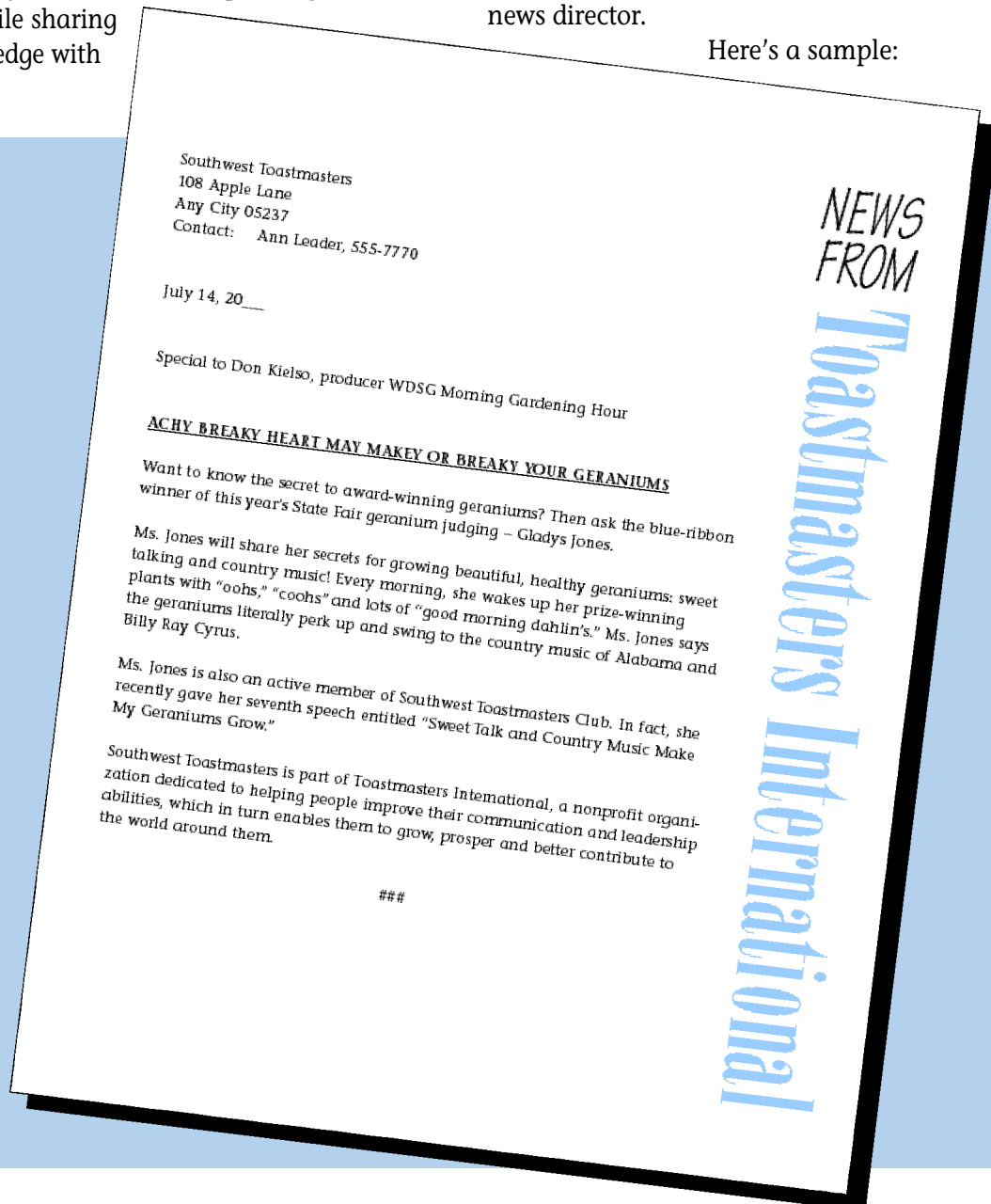
Appear On A Talk Show

Imagine that Gladys Jones, a fellow club member, recently won a blue ribbon for her geraniums at the state fair. You learned about her award at your last meeting during the introduction of her speech, "Sweet Talk and Country Music Make My Geraniums Grow." As the club's public relations officer, you've already familiarized yourself with the talk radio stations in your area. You know that programming for one of them includes a Saturday morning gardening show. What a great opportunity! This will allow Gladys to exercise her speaking skills on the air while sharing her knowledge with

the community. The radio station gets to host an award-winning guest – and your Toastmasters club provides a service and most likely will be mentioned during the interview.

The first step is to call and find out the name of the producer or staff member in charge of booking guests for the Saturday morning gardening show. Be sure to write down the proper spelling of the name. Then get creative! Write a catchy headline. Give all the facts. Limit your pre-sell release to one page. Then personalize your mailing to the appropriate producer or news director.

Here's a sample:



The Potential of Cable TV

The Potential of Cable TV

The explosive growth of cable television systems in recent years has created a unique opportunity for large numbers of clubs to let the world know about Toastmasters . . . what they do and how they benefit the community.

The opportunity comes from the so-called “public access channels,” which are provided by hundreds of cable TV operators whose systems serve millions of homes.

These are special channels set aside from the usual commercial telecast of entertainment, sports and news. They are dedicated to and restricted for the use of public, educational and government organizations. And the channels are provided at no cost to the users.

In many respects, Toastmasters clubs are ideal for this new opportunity since members have a built-in interest in public speaking; they are used to the spotlight.

Using Cable TV's Potential

In the relatively short time that access channels have been made available, very few common guidelines and practices have been developed among the numerous operating companies. The most frequent use by Toastmasters clubs has been simply the telecasting of a regular club meeting. And while that application has been highly interesting and beneficial, such programming appears to be limited to large metropolitan areas having numerous clubs available for participation. Why? Because no club wants to hold most or all of its meetings

on TV, and TV is most valuable when programs are shown on a continuing basis.

However, other programming approaches can take advantage of the club's normal activities by adding TV coverage. For example, your annual speech contest offers an excellent opportunity. Since the contestants represent the best in the club and there is the always attractive element of competition, such a program can be a real winner. It is also the kind of programming most cable operators would like to have.

Other activities, such as your club's involvement with Youth Leadership or Speechcraft programs, also provide good opportunities. In fact, a club with year-round activities may readily identify a series of programs, perhaps one per month, which can put the club on public access TV on a regular basis.

Working With Cable Operators

As in programming, the facilities provided by various cable operators are far from standardized. Some have minimum equipment and no professionally designed studios. Others have complete studios and a broad range of equipment, including mobile units with studio-quality control and recording capability.

Like commercial stations, many cable companies prefer prerecorded (taped) programs and will make their facilities available for that purpose at no cost to the user. Others may prefer to tape your program and use it for reruns at subsequent times. If your club wants a copy of the tape, be prepared to pay the cost of an equivalent reel of tape.

The Internet

With the explosion of the Internet, it's now easier than ever for you and the public to get information about Toastmasters International. Our organization's Web site www.toastmasters.org offers the following information:

How to Find a Club

This is very valuable information to prospective members who are looking for clubs to join. This selection lists the clubs around the world, with meeting times, location and contact information.

Become a Member

This page describes how someone interested in Toastmasters can find a club and apply for membership.

About Toastmasters

This page describes the features and benefits of Toastmasters and provides a little bit of the organization's history. This is just the kind of information a person interested in learning more about Toastmasters needs.

Tips for Success

Looking for a quick fix for your next speech? The 10 speaking tips listed here are dynamite! Prospective members with upcoming speaking assignments also can benefit from these tips. For your own club, these tips are a simple way to get some publicity. The editors of local newspapers and company newsletters are usually hungry for information to fill their pages. Submit this list of speaking tips along with information about your club's meeting time and location, a photo of a club member giving a speech and see if you don't generate some free press for your club.

Contact Us

Need to get in touch with Toastmasters International's World Headquarters? Click this link to find mailing addresses, telephone and fax numbers. Have a question? Take a few moments to look at the department listings and decide who at WHQ can best help you, then send your question by e-mail, mail or fax.



Info for Members

Current Toastmasters can get information, retrieve forms and documents, view educational program information, important dates, conventions and regional conferences, district and club performance reports, and much more.

Your club can create its own Web site too! It should reflect your club and provide useful information for members and prospective members. There may be someone in your club who can put together a Web site, or you can contact your District for assistance. What to put on your Web site?

-
- ◆ Club name/location/meeting time
 - ◆ Contact information (officers' names, phone numbers, e-mail addresses)
 - ◆ The club mission statement
 - ◆ The benefits and features of Toastmasters membership
 - ◆ Calendar of events
 - ◆ Your club newsletter
 - ◆ Photos of club members or meetings

Feel free to use the Toastmasters emblem and the words "Toastmasters" and "Toastmasters International." But, please also include the following trademark statement on your opening page:

"The names Toastmasters International, Toastmasters, and the Toastmasters International emblem are trademarks protected in the United States and Canada and other countries where Toastmasters clubs exist. Unauthorized use is prohibited."

Once your club Web site is active, you may be able to link it to your District's Web site for extra exposure. Contact your District for details. Include TI's and your club's Web site addresses on all your public relations efforts. Remember, your Web site is an official publication of your club, and the president is responsible for its content.

Club Newsletters

Publication of an effective club newsletter can bring many benefits to your individual club and to Toastmasters International as a whole.

The primary purpose, of course, is to keep club members informed about club activities. But a good club newsletter is more than a schedule of meetings, business reports, speech contest dates or district conference information. Your club newsletter also:

- ▀ gives recognition to member and club achievements.
- ▀ encourages greater member participation.
- ▀ offers a forum for the ideas of club members.
- ▀ provides personal news about members.
- ▀ features articles that help members become better Toastmasters.

Additional Benefits

Of equal or sometimes greater importance, a newsletter can lay the foundation for your overall publicity efforts in letting the world know about your club and its activities.

For example, the story in your club bulletin announcing a forthcoming speech contest may be used instead of a news release in club dealings with the various media. Many editors actually prefer such published material in determining what stories they will use.

Many clubs also have found that their club newsletter is a useful tool in interesting prospective members in the Toastmasters program and applying for membership. Always print a few extra copies.

Personal Development

Probably the most frequently overlooked benefit of publishing a club publication is the opportunity provided for personal improvement in communication techniques.

Editing the newsletter or writing some of the materials for it requires essentially the same

kind of skills that club members seek to improve in communicating ideas. Although emphasis is on the written word rather than



the spoken, there is still the need for organized thought, entertaining and/or interesting style, good phraseology and grammar, and for getting and holding the attention of the audience.

Many club members who have edited or contributed to club publications have found that their writing and overall communication skills have benefited.

Pride in Appearance

Your club publications also should look appealing. The masthead should identify the name of the newsletter and the club publishing it. Headlines should be attention-getting. The layout should be simple and the reproduction clear and clean. When feasible, photos and/or artwork should be used to add to the appeal.

Recognition For Newsletters

Each year Toastmasters International conducts a contest for the Top 10 District and Club Newsletters. Information and rules are sent to district and club officers, or they can request them from World Headquarters.

Creative Special Events

The annual Toastmasters speech contest provides an automatic opportunity for publicity and is recognized as such by virtually every club. Another similar opportunity is offered when the club meeting features a guest speaker. So is the election of new club officers.

Taking advantage of these and other “automatic” news-making events is basic to the successful public relations program.

Many clubs have also found that creating new and unusual special events can stimulate interest among club members and at the same time focus public attention on the club and what it stands for.

The best and most successful promotions of this kind frequently result simply from imaginative use of the capabilities of the club members. Here are some examples from club activities around the world:



- 📌 A Youth Leadership Program for the children of prison inmates in New Jersey.
- 📌 A Youth Leadership Program for developmentally disabled students in California.
- 📌 A window display in a West Virginia shopping mall featuring a large banner, trophies and other Toastmasters materials.
- 📌 An Effective Briefing Seminar presented to fellow employees by members of a club in Ohio.
- 📌 A humorous skit night held annually in Edmonton, Alberta, Canada with prizes for the winning club.
- 📌 A Speaker's Workshop held by Toastmasters for members of an engineering society in mid-western states.
- 📌 Participating in the Welcome Wagon program to greet newcomers in a community in South Dakota.
 - 📌 A mass mailing of a speakers bureau brochure offering services to public organizations in an entire North Carolina county.
 - 📌 Producing a television show featuring a Congressman who explained how his experience with Toastmasters helped his career.

Plan a Workshop

If your club is serious about increasing membership and spreading the word about Toastmasters, you might consider organizing a half-day workshop on effective public speaking. Not only are workshops newsworthy, promotable events, they are educational, informative and a true service to the community.

A workshop is also an excellent venue to introduce many of the advantages of Toastmasters membership. Demonstrate a sample round of Table Topics to show workshop attendees one

of the weekly features of club meetings. Testimonials by members on “How I Improved My Speaking Abilities by Speech Six” or “How the Ice Breaker Melted My Fears Away” will lend insight and credibility to the positive aspects of club membership.

Tip: A free workshop or seminar is one of the best bets for earning publicity.

Offer Free Student Critiques

Take your club meetings on the road to a local high school’s speech club or class. Explain the art of a full Toastmasters evaluation – how the Ah Counter improves performance, the Grammarian increases members’ vocabularies and the Timer improves pacing and delivery.

This event also is newsworthy within the community and a good opportunity for inviting those reporters and public affairs directors you’ve contacted to sit in and see how Toastmasters programs work. And if they’re game, let them participate in a Table Topic or two. Who knows, they may even sponsor the event and donate T-shirts to the high school Table Topics winners. That guarantees good press for all.

Newsworthy Ideas

There are rarely any totally new ideas, but many club leaders have come up with novel

promotional concepts by adding a new twist to old ideas. Often, the twist that your club puts on an old idea may be exactly what appeals to your local media and leads to valuable publicity.

For example, using crime as a topic for speeches or debates is a fairly common idea. But holding the meeting on that topic in a city jail cell gives it a fresh approach.

In the same manner a discussion on literacy might be held in a public library; a debate on the need for recreational facilities might be featured at a club picnic meeting in a city park.

When Old Ideas Are New

Holding a Toastmasters club meeting in a jail cell to discuss some aspect of crime is not a new idea. It has been done before.

However, if it has not been done recently in your community, it is a new idea for purposes of your publicity program. All of the club activities previously listed have been done somewhere and some of them have been used many times.

Don’t let that stop your club from developing and using your version of those ideas. In fact, since each of them have proven to be successful, you may want to put some of them at the top of your proposed list of special events.

18 Ideas on How and Where to Promote Toastmasters in Your Community

1 Newspapers. The easiest way to secure media coverage is through press releases to local newspapers. Newspapers are usually more accessible than radio and television stations, and they allow you to communicate more information. This is especially important when it comes to addresses and phone numbers for club information.

2 Electronic Media. Public service announcements (PSAs) and videotaped commercials can be aired on radio and cable television stations. Local talkshows might be interested in featuring a Toastmasters officer discussing the importance of communication training in the workplace.

3 Local Government. Contact your City Hall for information on how to get your message displayed on the city's cable television programming. Also, try to get your Toastmasters activities listed in the city's community services calendar, published through the Parks and Recreation Department.

4 Chamber of Commerce. An ad in its newsletter or a presentation by a Toastmaster at one of its meetings will reach influential local business people. If someone in your district is a chamber member, a group of Toastmasters may want to host a Chamber of Commerce social hour.

5 Libraries. Submit extra copies of *The Toastmaster* magazine to the library's periodicals department and attach a card with club contact information. Also post flyers and ads on bulletin boards.

6 Corporate and Organizational Publications. Editors for employee newsletters might be interested in camera-ready ads about TI as "fillers." If the organization has an internal Toastmasters club, by all means use the newsletter as a vehicle for sharing your Toastmasters activities with other employees.



7 Employee Orientations. Make sure in-house Toastmasters clubs in corporations, hospitals, government agencies or organizations have their clubs mentioned during new employee orientation seminars.

8 "Welcome to the Community" Packets. These are distributed to all new residents in a city and contain promotional materials from local merchants and organizations. Your ad or flyer should be included in this package.

9 Universities and Community Colleges. Like cities, universities usually have internal cable TV and radio stations, as well as publications reaching students, staff and faculty. Arrange to have a Toastmaster give a presentation as a guest lecturer in a speech communication class. Or better yet, try to participate in communication-related campus events – like “Communications Week,” for example – and be prepared to host a booth and offer promotional flyers. If your district already has a university club, make sure it is publicized in campus media, as well as in new student or freshman orientations.

10 High Schools. Organize or judge speech contests for seniors, or give seminars on career planning. Even if students don’t join your club, this could provide media exposure and gives parents, staff and teachers a good impression of our organization.

11 Community Events. Participate in local fairs, parades, sports tournaments and holiday celebrations. Wear your Toastmasters pin, display your club banner and ribbons, and offer handouts at a booth. Again, the Community Services or Recreation departments in your city will have a list of these events.

12 Proclamations by Politicians (local, state or federal) honoring a specific event or anniversary. You can also ask them to proclaim an official Toastmasters Week (or Day or Month) or Youth Leadership Week, etc.

13 Billboards. Just as television and radio stations are required to regularly air free public service announcements, billboards also must frequently exhibit messages by nonprofit organizations as a public service. The only cost involved is for the printing of the message, which could be done surprisingly inexpensively. Contact a Public Affairs Representative in your area for more information.

14 Web Sites and Newsletter. Web sites and newsletters allow current members to stay informed and feel proud of their club’s individuality; they also are great ways to let prospective members know what your club is all about.

15 Offer Speechcraft and Youth Leadership Programs. This is a great way of showing the public what Toastmasters is all about.

16 Create Club Business Cards indicating your meeting time and place, and distribute them to friends and colleagues along with a personal comment of how Toastmasters training has benefited you.

17 Display TI Products. Use TI bumper stickers and mugs. Wear TI T-shirts. And put your Toastmasters trophies in a prominent place in your home or office.

18 Wear Your Toastmasters Pin! It’s a good conversation starter.

Sample News Releases

- ▣ New Officers
- ▣ Promoting Toastmasters Programs
- ▣ Speech Contest Publicity
- ▣ Anniversaries & Special Events

Sample Public Service Announcements

Fact Sheet

Sample Proclamation

NEW OFFICERS

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

December 28, 20__

CONTACT: John Lewis, Community Relations Chairman
Center City Toastmasters Club
000-0000 or 111-1111

TOASTMASTERS INSTALL OFFICERS

Brian White is the new president of the Center City Toastmasters Club and Elaine Sheraton is the club's Toastmaster of the Year.

Mr. White is the owner of the White Shoe Store. He was installed as president by Toastmasters District 85 Governor Anne Green of nearby Midtown during the club's annual banquet December 27 at the Center City Country Club.

Other officers installed were: Penny Smith, vice president education; Dennis Brown, vice president membership; Dave Robertson, secretary; and Carl Hays, sergeant-at-arms.

Ms. Sheraton was chosen Toastmaster of the Year for her outstanding participation in the club's communication and leadership development program. Her achievements this year include: winning five best speaker awards, sponsoring three new members, being a guest speaker at four civic organization meetings and representing her club in an area-wide Toastmasters speech contest. She also served as the club's public relations chairman. Ms. Sheraton was presented her award by retiring Club President, Sally Royce.

NOTE: You may wish to add: Other highlights of the banquet, such as the attendance of civic, business or municipal officials; the club's plans to conduct a Youth Leadership Program or Speechcraft Program during the new president's term; or other upcoming events.

The Center City Toastmasters Club provides its members a communication and leadership development program and is one of more than 8,800 Toastmasters clubs around the world. The club meets each Tuesday at 7:30 p.m. at the Globe Restaurant.

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NEWS
FROM

Toastmasters International

PROMOTING TOASTMASTERS PROGRAMS

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

MAY 1, 20__

CONTACT: John Lewis, Vice President Public Relations
Center City Toastmasters Club
000-0000 or 111-1111

YOUTHS COMPLETE TOASTMASTERS PROGRAM

The Center City Toastmasters Club will graduate 15 teenagers from its Youth Leadership Program on May 10 during a 7:30 p.m. meeting at the Globe Restaurant.

Center City High School Principal Wilbur Book will deliver the main address, and Club President Brian White will present certificates to the graduates, all students at Center City High School. A best speaker award will be presented by Larry Davis, the club's Youth Leadership coordinator.

Students participating in the program will be Ann Green, Toastmaster; Linda Moore, Topicmaster; and speakers John Martin, Don Fischer and Mike Grant.

Other students completing the program are: Janice Stout, Bill Ladd, Lydia Gonzales and Ron Walker.

Youth Leadership is a major community project conducted twice yearly by the Center City Toastmasters Club. The program uses materials specially adapted for youths from the regular Toastmasters International public speaking program. Nearly 1900 Youth Leadership Programs were conducted last year by Toastmasters clubs around the world. At the age of 18, Youth Leadership participants may apply for full membership in Toastmasters.

Club President White said the club will sponsor another Youth Leadership Program for local high school students in the fall. Interested parents or teachers can contact the club at 444-4444.

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NEWS
FROM

Toastmasters International

PROMOTING TOASTMASTERS PROGRAMS

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

December 5, 20__

CONTACT: John Lewis
Center City Toastmasters Club
000-0000 or 111-1111

TOASTMASTERS TO CONDUCT SUCCESS/LEADERSHIP PROGRAM

The Center City Toastmasters Club will conduct a six-week session on parliamentary procedure beginning Wednesday, January 12.

The program, one of the club's continuing "Success/Leadership" seminars, is open to the public.

"Parliamentary procedure is often misunderstood as something mysterious and as a way to confuse members of a group," said Club President Brian White. "In reality, the purposes of good parliamentary procedures are to make the meeting's purpose clear, speed the process of business and allow for both majority and minority opinions to be heard and considered."

Each seminar in the weekly series lasts from 7 to 9 p.m. It will run from January 12 through February 16 at the Community Room, First Federal Savings, 18th and Main in Center City. For registration information call 777-7777.

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This format can be used to publicize similar programs (Speechcraft, Youth Leadership Programs, other Success/Leadership seminars, etc.)

NEWS
FROM

Toastmasters International

SPEECH CONTEST PUBLICITY

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

April 1, 20__

CONTACT: Gwen Brown
Toastmasters International Area One, District 85
000-0000 or 111-1111

TOASTMASTERS SCHEDULE ANNUAL AREA SPEECH CONTEST

The best speaker in the Center City area will be chosen Friday, April 8, when five local Toastmasters club conduct their annual Area One, District 85 speech contest.

The event will be conducted at the Center City Community Center, beginning at 7:30 p.m., and the public is invited. The winner will be chosen from among five contestants and will compete in a District 85 contest here next month.

Participating in the contest will be (name and hometown of each contestant). Four weeks ago, these speakers advanced to the area-wide event by winning their clubs' speech contests.

Ann Green of East Center City is the contest chair and Bob Rosenfield will be the chief judge.

The five Center City clubs are among more than 8,800 Toastmasters clubs around the world participating in area speech contests this month. The competition will culminate in the International Speech Contest, the "World Championship of Public Speaking," which will be conducted during the annual Toastmasters International Convention this August in (city, state).

Toastmasters International is the world's largest nonprofit educational organizational devoted to communication and leadership development.

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NEWS
FROM

Toastmasters International

SPEECH CONTEST PUBLICITY

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

March 8, 20__

CONTACT: John Lewis
Center City Toastmasters Club
000-0000 or 111-1111

SAM JONES CAPTURES TOASTMASTERS TITLE

Sam Jones is Center City's best speaker.

Mr. Jones defeated three other contestants in the Center City Toastmasters Club's annual speech contest Tuesday night at the Center City Community Center. He will compete here next month as the club's representative in an area-wide contest.

Other participants in last night's contest were (names). All are members of the Center City Toastmasters Club.

An accountant with the local Katz Manufacturing Company, Mr. Jones' speech was titled "Onward and Upward."

The area speech contest will be conducted at the Center City Community Center on April 8, and the public is invited. The Center City Club is one of more than 8,800 Toastmasters clubs around the world. Each spring, approximately 50,000 members compete in club-level speech contests. Through competition in the area, division, district and regional levels, nine contestants will vie for the title of "World Champion of Public Speaking," which will climax at the organization's ____ Annual International Convention, August __ to __ in _____ .

NOTE TO THE EDITOR: Mr. Jones may be contacted at:
Home: 000-0000
Business: 111-0000

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NEWS
FROM

Toastmasters International

ANNIVERSARIES AND SPECIAL EVENTS

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

May 1, 20__

CONTACT: John Lewis
Center City Toastmasters Club
000-0000 or 111-1111

TOASTMASTERS CLUB CELEBRATES 10th ANNIVERSARY

Civic dignitaries and past presidents of the Center City Toastmasters Club will be special guests at the club's tenth anniversary meeting Friday, May 10, at the Globe Restaurant.

Mayor Lou Burns, who has proclaimed the week of May 6 as Toastmasters Week in Center City, will be guest speaker, according to club President Brian White. The meeting begins at 7:30 p.m.

Chamber of Commerce Director Sam Smith, School Superintendent Fritz Nolan and Hiram Greeley, editor of the Center City *NEWS*, also will attend.

The Center City Toastmasters Club was chartered by Toastmasters International on May 10, 19__ . Ten of its past presidents will be honored at Friday's meeting. They are (names).

As part of its anniversary celebration, the club is initiating a Youth Leadership Program in communication and leadership development for students at Center City High School. A display of the club's materials and resources is on exhibit this week at the public library.

The club is one of more than 8,800 Toastmasters clubs around the world providing its members with training in public speaking and leadership. Toastmasters here meet each Tuesday at 7:30 p.m. at the Globe Restaurant.

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NEWS
FROM

Toastmasters International

ANNIVERSARIES AND SPECIAL EVENTS

NEWS
FROM

Toastmasters International

FOR IMMEDIATE RELEASE

CONTACT: Suzanne Frey
(949) 858-8255
sfrey@toastmasters.org

Public speaking skills are hot in the work place TOASTMASTERS TOAST TO 75th ANNIVERSARY

RANCHO SANTA MARGARITA, CALIF. – In October 1924, when Ralph C. Smedley started a public speaking club in the YMCA basement in downtown Santa Ana, California, he had no idea he was creating a movement.

What began as a simple means of training businessmen to give eloquent after-dinner toasts has developed into the world's leading organization devoted to teaching communication and leadership skills. With its headquarters still in Southern California, Toastmasters International – now with 180,000 members in 8,600 clubs in 68 countries – is celebrating its 75th anniversary during the month of October 1999 with clubs worldwide conducting various special events in their communities.

Since that first club started in October 1924, Toastmasters International – a nonprofit, educational organization – has helped four million men and women conquer their fears of public speaking. Toastmasters clubs can be found in the U.S. Senate and the House of Representatives, as well as in a variety of community organizations, universities, prisons, military bases, hospitals and churches.

As many college administrators and corporate recruiters are finding out, public speaking skills are necessary to land a job or advance a sagging career. In fact, the ability to communicate ranked first among personal qualities of college graduates sought by employers, in a recent survey of 480 companies and public organizations by the National Association of Colleges and Employers. "Work experience was second, motivation third, and academic credentials sixth. Ethics was 10th," the *Wall Street Journal* reported in March, 1999.

And elite colleges such as Smith, Stanford and MIT are instituting curricula that make spoken words as important as written ones. A program called "Speaking Across the University" was initiated at Mount Holyoke college in Massachusetts last September and has been emulated by universities across the country. The program was born out of "a concern that the fabric of public

– more –

discourse has deteriorated.” says Lee Bowie, a philosophy professor who heads Mt. Holyoke’s Speaking Center.

According to a front page *Los Angeles Times* article describing the program, “Writing skills and a degree from a prestigious institution are no longer enough. In order to face the world beyond college, students must speak effectively, be able to organize cogent arguments and be ready to function in an increasingly team-oriented workplace.”

Toastmasters International President Terry Daily, a Toastmaster for 16 years, credits his own career advancements in large part to his Toastmasters training. “While the idea of speaking in front of an audience intimidates most people, it’s a skill that anybody can learn,” says Daily, who is a controller for Cargill Incorporated in Minneapolis, Minnesota. Overcoming a fear of public speaking leads to increased self-confidence, which in turn often spurs people on to conquer other obstacles. “Our organization is full of people who have achieved results beyond their wildest dreams,” Daily says.

Toastmasters offers a “learn-by-doing” educational program in which members hone their skills in a comfortable and supportive club atmosphere. A typical club has 20 members who meet weekly to learn and practice public speaking techniques. There is no instructor; instead, members evaluate each other’s presentations.

The effectiveness of this simple learning formula is evidenced by the approximately 5,000 corporations that sponsor in-house Toastmasters clubs as communication training for employees.

The former Director of the U.S. Office of Personnel Management, James King, encourages federal agencies to sponsor Toastmasters clubs and says: “The Office of Personnel Management has long recognized that Toastmasters International provides a valuable and useful service to federal employees. Effective public speaking, and the self-confidence that goes along with it, can help federal employees communicate more effectively with customers and community organizations. These skills also help employees present their job-related ideas and suggestions more efficiently.”

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ANNIVERSARIES AND SPECIAL EVENTS

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

October 1, 20__

CONTACT: John Lewis
Center City Toastmasters Club
000-0000 or 111-1111

LOCAL TOASTMASTERS OBSERVE ANNIVERSARY

It's Toastmasters Month in Center City, and the local Toastmasters club is joining more than 8,800 Toastmasters clubs around the world in celebrating their organization's ___th anniversary.

October has been proclaimed Toastmasters Month by Center City Mayor Lou Burns. The Center City Toastmasters are among 180,000 members throughout the world who are conducting special community programs this month.

The club's anniversary month plans include a Youth Leadership Program in communication and leadership development for students at Center City High School, as well as a public debate on the need for a new community theater. The club also provides speakers for other local organizations' luncheon and dinner meetings, according to Club President Brian White.

The Center City club was chartered here in May 1960. The first Toastmasters group was organized in Santa Ana, Calif., on October 22, 1924.

The local club meets each Tuesday at 7:30 p.m. at the Globe Restaurant and provides its members with training in public speaking and leadership.

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NEWS
FROM

Toastmasters International

ANNIVERSARIES AND SPECIAL EVENTS

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

September 29, 20__

CONTACT: John Lewis
Center City Toastmasters Club
000-0000 or 111-1111

MAYOR PROCLAIMS TOASTMASTERS MONTH

Mayor Lou Burns has proclaimed October as Toastmasters Month in Center City. He urges residents to see the local Toastmasters clubs in action as it teaches its members skills in public speaking.

Mayor Burns presented his Toastmasters Month proclamation to Center City Toastmasters Club President Brian White during a brief ceremony at Monday's city council meeting.

In issuing the proclamation, the mayor acknowledged that October is the __th anniversary of the first Toastmasters club's founding in Santa Ana, California. He noted that the Center City club was chartered in May 19__ .

###

NEWS
FROM

Toastmasters International

ANNIVERSARIES AND SPECIAL EVENTS

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

November 17, 20__

CONTACT: John Lewis, Community Relations Chairman
Center City Toastmasters Club
000-0000 or 111-1111

TOASTMASTERS DEBATE NEED FOR CIVIC CENTER

Members of the Center City Toastmasters Club will debate the proposition “Center City Needs a New Civic Center Complex” at their Tuesday, November 24, meeting.

The meeting, which is open to the public, begins with dinner at 7:30 p.m. at the Globe Restaurant.

Penny Smith said that two three-man teams will debate the proposition. Ms. Smith is the club’s vice president education. Members of the affirmative team will be Ray Arnold, Brian White and Garry Norris. The negative team will be composed of Mike Baron, Ed Merritt and Al Norton.

The adequacy of existing city government structures, vehicle parking facilities, cost and financing are expected to be argued, Ms. Smith said.

An open debate, in which other club members and guests may participate, will be conducted while the judges determine the winner of the six-man confrontation, Jones said.

Center City residents who would like to attend the meeting should contact Bill Brown, 777-8888, 666 Depot Dr., for reservations.

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NEWS
FROM

Toastmasters International

ANNIVERSARIES AND SPECIAL EVENTS

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

April 2, 20__

CONTACT: John Lewis, Community Relations Chairman
Center City Toastmasters Club
000-0000 or 111-1111

TOASTMASTERS PLAN OPEN HOUSE

The Center City Toastmasters Club will host an open-house meeting Tuesday night at the Globe Restaurant.

The special meeting will begin at 7:30 p.m., according to Club President Brian White. Reservations are limited, he said, but residents may contact Dennis Brown at 999-0101 for information.

The open house will feature guest speaker Carl Hays, Center City comptroller, who will speak about inter-community communication. Mr. Hays is the club's sergeant-at-arms.

A complete Toastmasters club meeting will be conducted with prepared and impromptu speeches and speech evaluations.

The open house kicks off a series of community activities the club is conducting during its April Invitation Month membership drive. The Center City Toastmasters speakers bureau provides speakers for civic, service and social organization meetings. Invitations to see the club in action are being mailed to residents of Center City and nearby communities.

"We believe that the community will enjoy seeing how the club's communication and leadership development program helps prepare members for higher pay and greater personal recognition," Club President White said. "Members are always interested in showing the residents of Center City how the Toastmasters program can help make them be more successful."

###

NEWS
FROM

Toastmasters International

PUBLIC SERVICE ANNOUNCEMENT FOR BROADCAST MEDIA

Southwest Toastmasters
108 Apple Lane
Any City 05237
Contact: Ann Leader, 555-7770

SAMPLE RELEASE

FOR IMMEDIATE RELEASE

July 14, 20__

Want to improve your communication skills? Be more effective in meetings? Get your point across more concisely? Then visit the Southwest Toastmasters Club and learn how membership can help you succeed.

What: Southwest Toastmasters Club
Where: Denny's Restaurant on Apple Lane and Kennedy Boulevard
When: Wednesday evenings at 7 p.m.

For more information, please contact Ann Leader at 555-7770.

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NEWS
FROM

Toastmasters International

PUBLIC SERVICE ANNOUNCEMENT FOR BROADCAST MEDIA

NOTE: If you are having a theme meeting or know a special speaker topic in advance, you may want to highlight a particular event to generate coverage. A special dated release like this one might prove beneficial:

Southwest Toastmasters
108 Apple Lane
Any City 05237
Contact: Ann Leader, 555-7770

SAMPLE RELEASE

FOR IMMEDIATE RELEASE July 1, 2000, through Wednesday, July 30, 2000, 6 p.m.

Interested in starting your own business? Harry Smith of the Small Business Association will discuss "Twelve Easy Steps to Starting Your Own Business" at 7 p.m. on the last Wednesday in July at the Southwest Toastmasters meeting at Denny's Restaurant on the corner of Apple Lane and Kennedy Boulevard. Admission is free.

Who: Harry Smith, administrator
Small Business Association

What: 12 Easy Steps To Starting Your Own Business

When: Wednesday, July 30 at 7 p.m.

Where: Denny's Restaurant, corner of Apple Lane and
Kennedy Boulevard

ADMISSION IS FREE!

For more information, contact Ann Leader at 555-7770

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TIP: Mail your release three weeks in advance of your event. And when addressing the envelope, write "Public Service Announcement" on the front in capital letters. By clearly marking your envelope, you'll ensure that your release will be opened by the right person and handled in a timely manner.

NEWS
FROM

Toastmasters International

PUBLIC SERVICE ANNOUNCEMENT FOR BROADCAST MEDIA

SAMPLE RELEASE

Toastmasters International
Contact:

FOR IMMEDIATE RELEASE

TIME . . . 0:10

Announcer: Can you stand up, speak up and shut up at the right time? Don't worry. The Toastmasters Club can help you. Call for information.

Toastmasters International
Contact:

FOR IMMEDIATE RELEASE

TIME . . . 0:30

Announcer: The ability to communicate is a highly regarded skill, and the Toastmasters Club can help you develop your ability to communicate and become a leader. The Toastmasters communication and leadership program is presented in the friendly "Learn By doing" atmosphere of a Toastmasters Club. Reach out for success. For information call . . .

NEWS
FROM

Toastmasters International

FACT SHEET

CENTER CITY TOASTMASTERS CLUB

- ☛ Affiliated with Toastmasters International, the world's leading organization devoted to the improvement of individual communication and leadership skills.
- ☛ One of 8,800 Toastmasters Clubs and more than _____ clubs in the state of _____.
- ☛ Club was founded in _____.
- ☛ Club meets each Wednesday at 7:30 at the Globe Restaurant, Broadway and 20th St., Center City.
- ☛ Visitors are welcome.

MEMBERS HAVE OPPORTUNITIES TO:

- ☛ Learn and practice techniques of effective public speaking.
- ☛ Prepare and deliver formal speeches on subjects of their own choosing.
- ☛ Give impromptu talks on assigned topics.
- ☛ Gain speaking experience that relates to specific career needs.
- ☛ Sharpen their listening/evaluation skills.
- ☛ Learn proper parliamentary procedure.
- ☛ Preside as a meeting chairman.
- ☛ Gain valuable leadership management experience.
- ☛ Gain personal confidence that will help when speaking to one person or one thousand.
- ☛ Enter Toastmasters International's Annual Speech Contest, "The World Championship of Public Speaking."

NEWS
FROM

Toastmasters International



STATE OF NEW MEXICO EXECUTIVE OFFICE SANTA FE, NEW MEXICO

Proclamation

TOASTMASTERS WEEK

MARCH 6, 1995 THROUGH MARCH 12, 1995

Whereas, the ability to speak in a clear and effective manner is a powerful and important skill that can help to overcome barriers to effective performance in virtually every endeavor and line of work; and

Whereas, by assisting in the development of essential communication skills, Toastmasters International performs a valuable service for its members and those who carry the message of opportunity, initiative, and good fellowship; and

Whereas, boasting more than six decades of outstanding achievement, Toastmasters International has grown to over 8,000 clubs and 190,000 members in 52 countries worldwide; and

Whereas, this remarkable expansion is a direct result of the enhanced knowledge and experience Toastmasters International provides its members and clients;

Therefore, I, Gary E. Johnson, Governor of New Mexico, do hereby proclaim March 6, 1995 through March 12, 1995 to be:

"Toastmasters Week"

I encourage all citizens of New Mexico to recognize the many accomplishments and opportunities in communication and public speaking that this outstanding organization makes possible for people everywhere.

ATTEST:

Handwritten signature of Stephanie Gonzales in cursive.

Stephanie Gonzales
Secretary of State

DONE AT THE EXECUTIVE OFFICE
THIS 3RD DAY OF MARCH.
WITNESS MY HAND AND THE GREAT SEAL
OF THE STATE OF NEW MEXICO.

Handwritten signature of Gary E. Johnson in cursive.

GARY E. JOHNSON
GOVERNOR OF NEW MEXICO





TOASTMASTERS INTERNATIONAL