

MENAI TOASTMASTERS CLUB



WELCOME TO GUESTS

This is an important task for the meeting. Its prime purpose is to make our visitors realise the importance we attach to their presence, and secondly to relax them and make them feel completely at ease.

The “Welcome to Guests” is an opportunity to formally welcome the guests to the Club. Make a note of each guest/visitor’s name during the introductions.

Start by offering a warm welcome and individually naming each guest. Briefly explain the segments that they will see during the meeting (Table Topics, Speeches, Evaluations).

Indicate that they are very welcome to participate if they wish.

Conclude by asking them to make themselves comfortable, relax and enjoy the meeting.

The welcome should incorporate some of the following:

- Who we are
- Our aims and objectives
- How we try to achieve them
- Why we are pleased to have visitors
- What they can expect to hear and learn
- How they contribute to the success of our meeting
- Invitation to come again
- Invitation to give us their comments and impressions

Sincerity is essential. Make the welcome enthusiastic, warm and friendly.

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