

D45 Toastmasters Trade Show Proposal Template

Introduction: For the 2017-18 Toastmaster year, D45 is implementing a program to encourage more public exposure to the Toastmasters brand across the district by providing an incentive to Toastmasters clubs to jointly participate in local trade shows. Since this is a new program, the district has set aside a limited amount of funds and will review the results of the program before the next year. Please submit your proposals as soon as possible, perhaps two to three months prior to the event.

Please complete the following form. Fill out the sections to the best of your ability and submit to the Club Growth Director. The district team will review each proposal individually and decide on each project's merits. Remember, the more information you provide, the better decision we can make.

Possible events to consider are: local trade shows, community events such as Word on the Street, and special interest groups such as your local Chamber of Commerce.

Toastmasters International frowns upon speechathons held outside of the club, at the area, division and district level and for that reason they will not be considered for support.

Please note, funding is only intended to assist the project and it is expected that the participating clubs will provide funding as well. It is not the goal of the program to cover the entire cost of the event.

Project Title:

Lead(s): *Please include contact information*

Project Description: Remember the more information we have the better decision we can provide

Date of event:

Location of event:

Length of the event:

Expected trade show attendance:

Participating clubs: *Please identify at least two clubs and have the club presidents provide an email of support for this proposal*

Area Director:

Division Director:

How many members in each club are participating?

- Please list members of clubs by name.

Project costs: *Please provide a detailed, itemized list of costs including invoices where possible. Some items to consider are:*

Costs

1. Entry fees:
2. Cost of booth:
 - a. Size
 - b. Location in the event
3. Prize cost
 - a.
4. Printing costs
 - a.
5. Other costs:

Timetable:

- a. setup time
- b. Schedule for workers

Post tradeshow follow up:

1. What are you going to do with the contacts?
2. How will you divide up the contacts?
3. What is your strategy for contacting the potential new members?
4. Does your plan include how your guests will be ~~treated~~ when they arrive at your meeting?

Deliverables:

Newsletter Article

1. Recognition of new members
2. Pictures, attached
3. Report on how many new members you recruited

Other Deliverables: (such as local media, press releases, etc.)

Date of Submission: