

# New Member Welcome Checklist & Script

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## ✓ New Member Welcome Checklist

Use this before, during, and after their first meeting.

### ● BEFORE THE MEETING

- Send welcome email/text with meeting details.
  - Inform club members that a new member is joining.
  - Assign a greeter/buddy to welcome them.
  - Prepare a light role if appropriate (Timer, Ah-Counter, etc.).
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### ● DURING THE MEETING

- Personally greet the new member upon arrival.
  - Introduce them during the meeting (with a fun fact if available).
  - Pair them with a “buddy” to guide them during the meeting.
  - Encourage applause and warm reactions to their presence.
  - Invite them to Table Topics (only if they’re open to it).
  - Include them in group conversations during breaks.
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### ● AFTER THE MEETING

- Send a follow-up thank-you message.
- Offer a mentor and explain next steps (Pathways, next role).
- Add them to club communications (email list, group chats).
- Invite them to the next meeting and any socials.
- Ask for feedback on their first experience.

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## Sample Script for Club Greeter/VP Membership

### **Greeting**

"Hi [New Member's Name], I'm [Your Name], and I'm so glad you're here! We're excited to welcome you to our club. Today's meeting is fun and relaxed, and I'll stick with you to answer any questions. You're not expected to speak unless you want to — just enjoy!"

### **During Meeting Intro**

"We have a special welcome today for our newest member, [Name]! They recently joined Toastmasters to [mention motivation if known — e.g., 'become a stronger speaker at work,' or 'gain confidence']. We're thrilled to have them!"

### **After Meeting**

"How did you like the meeting? Anything surprise you? We'll follow up with a quick email and pair you with a mentor so you feel totally supported."

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