

CLUB VPPR CHECKLIST – *25 Steps to Success* (revised 05/07/2021 – 5pm)

N O	ACTIVITY	Deadline	YES	REMARKS
1	Form a VP PR team with 3 club members.	Immediate		
2	Assign roles and responsibilities to members of your team.	Immediate		
3	Plan to produce & publish 2 newsletters before 31 st December	31/12/2021		
4	You have access to the Digital PR Kit from District 105	Now		
5	3 rd Newsletter before 30 th of April to get valuable HOF points	30/04/2022		
6	Have creative / TMI branded invitations for all your club meetings	Now		
7	Apply for Phenomenal Poster Award before the 5 th of every month	5 th of every month		
8	If your poster is shortlisted, encourage members to interact on District Facebook & Instagram pages to get a chance to win People's Choice Award	15 th to 30 th of every month		
9	Compile 6 works of your designers and apply for Designer Par Excellence award twice in a year before 31/12/2021 & 30/04/2022	31/12/2021 & 30/04/2022		
10	With the help of team members and club members make videos on given topics and apply for Vivacious Video Award	10 th day of every month		
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12	With the help of team members and club members make podcasts on given topics and apply for Pioneer Podcast Award	10 th day of every month		
13	Take initiative to have a program telecasted on TV or broadcasted on Radio and apply for the AV Impact award	30/04/2022		
14	Encourage Members to write articles on Print Media on Toastmasters, collect the details and apply for Golden Quill Award	Always		
15	Encourage Members to write blogs on district website, so that they can apply for the BLOG BUSTER Award	Every Month		
16	Take Club gathering Pictures and apply for Picture Perfect Award	Every Month		
17	Your club is present on Social Media	Always		
18	You are the Admin of those pages	Ongoing		
19	Your team members have editing rights on those pages	Always		
20	Take out insight report and apply for District Social insight Award	10/01/2022 & 10/05/2022		
21	Make sure you and your team members are members of your respective Area, Division and District social media groups	Immediate, Ongoing		
22	Encourage your members to join District 105 Facebook, Instagram, YouTube and Podcast pages	Immediate, Ongoing		
23	You have planned at least 3 PR promotional events for the club.	Immediate		
24	If you club is involved in any Toastmasters related activities with local communities, compile the details and apply for the Make A Difference Award	30/04/2022		
25	If yours is a corporate club. Collate all supporting initiatives of the company and apply for Corporate Spotlight Award	30/04/2022		