

CLUB VPPR CHECKLIST – *Steps to Success*

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	You have access to the Digital PR Kit from District 105	Now		
4	Plan to produce & publish 2 newsletters before 31 st December	31-12-2022		
5	Have creative / TMI branded invitations for all your club meetings	Now		
6	Apply for Phenomenal Poster Award before the 5 th of every month	5 th of every month		
7	Compile 6 works of your designers and apply for Designer Par Excellence award twice in a year before 31/12/2022 & 30/04/2023	31/12/2022 & 30/04/2023		
8	With the help of team members and club members make videos on given topics and apply for Vivacious Video Award 1. In toastmasters I befriend mistakes 2. When toastmasters clap. 3. 'Whitewashing' the bane of evaluations 4. Vocal variety influence in everyday communication 5. Conversing with teenagers - what is your real challenge? 6. The allure of microphone for toastmasters 7. Done this done that but still with toastmasters Why? 8. Did toastmasters influence your inner dialogue? 9. What kind of a leader are you at home? 10. When words connect to the heart. 11. When your humor falls flat- how do you react?	10 th day of every month		

9	With the help of team members and club members make podcasts on given topics and apply for Peerless Podcast Award 1.That moment of clarity in your life 2.Comfort zone is also needed 3.Instinctive decision vs studied decision- your choice 4.Integrity is essence of life 5 One life principle you abide by 6.One habit you are ready to give up 7.When is the best time to " let go" 8.On a rainy day - a walk, a book or coffee with a friend, your choice? 9.What sparks "adventure" in you? 10.Walking vs Running for fitness 11.Do we ever achieve financial stability?	10 th day of every month		
10	Encourage Members to write articles on Print Media on Toastmasters, collect the details and apply for Golden Quill Award	Always		
11	Encourage Members to write blogs on district website, so that they can apply for the BLOG BUSTER Award The topic of the blog should fall within the following 3 categories 1. Inspirational 2. Informative 3. Entertaining	Every Month		
12	Take Club gathering Pictures and apply for Picture Perfect Award	Every Month 31st August 2022 to 30th April 2023		
13	Your club is present on Social Media	Always		
14	You are the Admin of those pages	Ongoing		
15	Your team members have editing rights on those pages	Always		
16	Make sure you and your team members are members of your respective Area, Division and District social media groups	Immediate, Ongoing		
17	Encourage your members to join District 105 Facebook, Instagram, YouTube and Podcast pages	Immediate, Ongoing		
18	You have planned at least 3 PR promotional events for the club.	Immediate		
19	If your club is involved in any Toastmasters related activities with local communities, compile the details and apply for the Make A Difference Award	30-04-2023		

20	If yours is a corporate club. Collate all supporting initiatives of the company and apply for Corporate Spotlight Award	30-04-2023		
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