

CLUB VPPR CHECKLIST – *26 Steps to Success* (revised 05/08/2023 – 5pm)

Sl. No	ACTIVITY	Deadline	YES	REMARKS
1	Form a VP PR team with 3 club members, Assign roles and responsibilities to members of your team	Immediate		
2	Plan to produce & publish 2 newsletters before 30 th April 2024 to get valuable HOF points, eligibility for Enchanting Newsletter & VPPR of the Quarter Awards .	30/04/2024		
3	You have access to the Digital PR Kit from District 105	Now		
4	Have creative / TMI branded invitations for all your club meetings	Now		
5	Apply for Phenomenal Poster Award before the 5 th of every month	5 th of every month		
6	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		
7	With the help of team members and club members make podcasts on given topics and apply for Peerless Podcast Award	10 th day of every month		
8	Encourage Members to write articles on Print Media on Toastmasters, collect the details and apply for Golden Quill Award	30/04/2024		
9	Encourage Members to write blogs on district website, so that they can apply for the BLOG BUSTER Award	Every Month		
10	Take Club gathering Pictures and apply for Picture Perfect Award	Every Month		
11	Your club is present on social media	Always		
12	You are the admin of those pages	Ongoing		
13	Your team members have editing rights on those pages	Always		
14	Make sure you and your team members are members of your respective Area, Division and District social media groups	Immediate, Ongoing		
15	Encourage your members to join District 105 Facebook, Instagram, YouTube and Podcast pages	Immediate, Ongoing		
16	You have planned at least 3 PR promotional events for the club.	Immediate		
17	If yours is a corporate club. Collate all supporting initiatives of the company and apply for Corporate Spotlight Award	30/04/2024		
18	Establish Social Media Accounts	30/08/2023		
19	Develop An Elevator Pitch for The Club	15/09/2023		
20	Encourage Members to Share Testimonials	Every Month One		
21	Engage With Local Media	Once in a quarter		
22	Host Guest Speaker Events	Once in a quarter		
23	Foster Positive Relationships Within the Club	Every Month One		
24	Apply for VPPR of the Quarter one completion of above points (refer the VPPR of the quarter checklist)	Quarterly		
25	Arabic clubs: Apply for Phenomenal Poster Award before 30 th April 2024	30/04/2024		
26	Arabic clubs: Apply for Enchanting Newsletter Award before the 30 th April 2024	30/04/2024		