

Form date: 3-21-17

DISTRICT 26 TOASTMASTERS

Assist At District Events Form

Name: _____ **Date:** _____

Educational Level: (circle where appropriate) CC / ACB / ACS / ACG CL / ALB / ALS / DTM

Distinguished Honors: Accredited Speak (AS)

Email: _____

Best Phone: _____

Club Name: _____

Date Joined TM: _____

LOCATION PREFERENCE: (Circle where appropriate)

Conference: Fall Spring

TLI: Colorado Springs Denver Ft. Collins Wyoming

Would you like to chair a team? Yes No

Would you like to help on a team? Yes No

TLI: Order your preferences for chairing or working on a team for TLI. Note: 1 is your first and 11 is your last preference.

_____ TLI Chair

_____ Facilitators - teach an officer breakout session

_____ Facilitators - propose a breakout session; please go to <http://www.d26toastmasters.org/speaker-proposal-page> to submit a **Speaker's Proposal** to speak at TLI

_____ Publicity - assist in advertising the events, create marketing information and circulate it

_____ Refreshments - assist in getting donors of food and drinks for leadership training events (applies to TLI's only)

_____ Room Host/Monitor - pass out paper work, introduce speakers, crowd control and all around assistance

_____ Registration - assist with covering the Registration table

_____ Hospitality/Ambassadors - Answer questions and direct traffic

_____ Audio/Visual - assist with room set up and microphone needs

_____ Setup/Breakdown - assist with setting up the facility and packing up at the end of events

_____ Other - all around helper

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Conference: Order your preferences for chairing or working on a team for any conference. Note: 1 is your first and 12 is your last preference.

_____ Conference Chair/Co-Chair

_____ Publicity - assist in advertising the events, create marketing information and circulate it

_____ Fundraising - assist in getting donors of money and items for the conference

_____ Contests - many roles available such as Contest Chair, Chief Judge, voting judge, ballot counter, Sergeant at Arms and Timer

_____ Educational – reviews speaker proposals, helps select speakers

_____ Room Host/Monitor - pass out paper work, introduce speakers, crowd control and all around assistance

_____ Registration - assist with covering the Registration table

_____ Hospitality/Ambassadors - Answer questions and direct traffic

_____ Audio/Visual - assist with room set up and microphone needs

_____ First Timers Meal Host - seasoned TM's to sit at meal tables with first timers to visit and answer questions

_____ First Timers Ambassadors - wear a ribbon that distinguishes you, if First Timer needs assistance they come to you

_____ Silent Auction – solicits club/member donations in form of baskets filled with “goodies”. These baskets are auctioned off at conference to help defray the cost of our conference

_____ Speakers - propose a breakout session; please go to <http://www.d26toastmasters.org/speaker-proposal-page> to submit a **Speaker’s Proposal** to speak at Conference

_____ Other - all around helper

_____ THANK YOU _____ THANK YOU _____ THANK YOU _____

We are happy you have decided to help at a TLI or conference event this year.

Please email your completed form to: AssistAtDistrictEvents@D26Leaders.org Feel free to copy the content into the body of an email if you prefer to not attach a file.

After your completed form is received, someone will reach out to you to discuss available options