**(Club name) Toastmasters host open house with guest speaker**

Event is free to the public

**(YOUR CITY, STATE, COUNTRY, date of submission)**—**(Club Name)** Toastmasters ([**www.clubxxx.com**](http://www.clubxxx.com)**)** **[**[**hyperlink text**](http://office.microsoft.com/en-us/word-help/create-format-or-delete-a-hyperlink-HA010165929.aspx) **to club website]**, invites residents to its open house to meet members and watch special guest speaker, (**First name, Last name**), (**Occupation Title**) of (**Company**) talk about the importance of communication skills for today’s professional.

“(**Club name**) Toastmasters provides a supportive and positive environment where members have the opportunity to develop their communication and leadership skills,” says (**First name, Last name**), (**Club President)** for Toastmasters (**club X**). “

After hearing from (**special guest speaker, Last name**), members and guests will enjoy a regular Toastmasters meeting that will include prepared speeches, Table Topics™ (impromptu speeches) and evaluations.

Club (**Title**) (**First name, Last name**), who has served in various club positions, will be the Table Topics master. “Table Topics are one of my favorite parts of the meeting,” says (**Last name**). “This is where guests and members are randomly selected to speak for one to two minutes. It helps you think and speak clearly on your feet.”

Other speakers include (**First name, Last name**), (**Occupation Title**) of (**Company**); (**First name, Last name**), (**Occupation Title**) of (**Company**) and (**First name, Last name**), (**Occupation Title**) of (**Company**).

(**Club X**) Toastmasters Open House

Date: (**Day, Date, Year**)  
Location: (**Location Name, Address**)  
Time: (**Time a.m./p.m. –Time a.m./p.m.** )

For more information, email (**First name, Last name**) at ([**email@address.com**](mailto:email@address.com)).

Toastmasters (**club X**) meets each (**Day of the week**) at (**Time**) (**a.m. or p.m.**) at the (**Location name**) between (**main cross streets**) in (**City**). For more information about this event and the club, please visit [**www.clubxxx.com**](http://www.clubxxx.com) ([**hyperlink text**](http://office.microsoft.com/en-us/word-help/create-format-or-delete-a-hyperlink-HA010165929.aspx) **to club website**).

**About District XX**

District (**XX)** comprises more than **(XX**) corporate and community clubs in (**City, State/Province)**. To learn more about District (**XX)** please visit:[**www.districtxx.com**](http://www.districtxx.com) **[**[**hyperlink text**](http://office.microsoft.com/en-us/word-help/create-format-or-delete-a-hyperlink-HA010165929.aspx) **to district website]**

**About Toastmasters International**

Toastmasters International is a worldwide nonprofit educational organization that empowers individuals to become more effective communicators and leaders. Headquartered in Englewood, Colo., the organization's membership exceeds 358,000 in more than 16,800 clubs in 143 countries. Since 1924, Toastmasters International has helped people from diverse backgrounds become more confident speakers, communicators and leaders. For information about local Toastmasters clubs, please visit [www.toastmasters.org](http://www.toastmasters.org). Follow [@Toastmasters](http://twitter.com/Toastmasters) on Twitter.

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