

Instructions for 40 Guests in 4 minutes

The exercise can be used for generating a list of persons to invite to the club for any event, open houses, Club contests, membership contests, PR Campaigns or special events. It requires the commitment and follow through of the club members.

The plan is to brainstorm names of potential members. The goal is to come up with the names, without judging.

1. Plan to take 6 minutes of your club meeting time to do the exercise.
2. Print enough Copies of the 40 guests in 4 Minutes for meeting attendees. Make your best guess.
3. At the meeting introduce the exercise and state why you are doing it. Example: In 4 weeks we are going to have an open house and together we are going to generate a list of guests to be invited via email.
4. Pass out the form.
5. Instructions:
 - a. When I say begin, we will all begin on the list.
 - b. Each person listed needs to be 18 years of age or older and preferable not a current Toastmaster.
 - c. We will only have 4 minutes to complete **our** lists.
6. Ask the question: Does every one understand the instructions.
7. Have the timer set the time for 4 minutes,
8. Ready Set Go!
9. After 4 minutes is up. Ask each person to count the names on their list. Do the math, to total the names generated.
10. Have each person write their name on the sheet.
11. Homework assignment: obtain an email address for each name.

Bring form and email addresses to next meeting.

Remind the members that the success of the event is dependent on the guest information.

40 Guests...

in 4 minutes

4 Relatives

4 Business Associates

4 Friends

4 Contacts through children

4 Co-Workers

4 Spouse's contacts

4 Neighbours

4 Previous Co-Workers/contacts

**4 Social Group/Church
Contacts**

4 Others in your address book
