

## Being a Western Gourmet MC

### *Seven easy steps to become an effective and successful MC*

Being a Western Gourmet MC is a unique Toastmaster experience, one that can give you opportunities not available outside our club. Here are 6 steps to allow you to succeed in the role.

- 1) **Volunteer** - Each year our Western Gourmet VPE will ask for members to volunteer to fill one of 10 meeting MC's roles (June is usually taken up by the outgoing President and July by the incoming VPE), or may ask you directly. Take up the opportunity and be allocated a month in the calendar.
- 2) **Select a Theme** - Western Gourmet has theme meetings and there are many ideas (for themes) to be had. You may like to use the time of year (seasons or a happening in certain months (eg Easter, Christmas, holidays etc) or see a [document on Parramatta club website](#) where Elizabeth Wilson has put together many ideas for theme meetings.
- 3) **Plan** - In consultation with the VPE, put a plan together following the usual Western Gourmet program format and add you own creativity (games, quiz's, debates, idea's etc) during the evening. The VPE will supply you with the names of members and their assignments to participate in the evening's program, but you can request certain people to be given special roles if desired.
- 4) **Promote** - Put together a flyer to promote the meeting. This is to be circulated to members at the previous meeting and also sent to Gary Wilson before the meeting to be ready to put on the website. At the previous meeting present an oral promotion (2mins).
- 5) **Print** - Obtain the draft program from the VPE, personalise it and print copies for the meeting. This also needs to go on the website at least two weeks prior to the meeting. John Taylor can arrange to print the programs and flyers for you if you email them to him with notice.
- 6) **Decorations** – If you wish, bring items to put on walls or tables or elsewhere to enhance your theme.
- 7) **Fun** - Make sure you have fun putting together, planning and presenting the meeting.

Good luck and enjoy.