



Toastmasters International

District 72

Conference Handbook





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Introduction

The District 72 Conference Handbook is:

- a) the guide to be followed by District Conference Committees; except where it is incompatible with District 72 Procedures, Administrative Procedures, or Toastmasters International Policy or Protocols,
- b) adopted or amended under the joint authority of the District Director and the Programme Quality Director.

District 72 Administrative Procedure AP 5/7

Signed:

District Director _____

Programme Quality Director _____



The Purpose of a District Conference

District Conference are held in May each year on dates set down by the District Executive. The purpose of these Conferences is to:

1. First and foremost, to carry out the business of the District, by providing a forum for a District Council Meeting and Executive Meeting.
2. To select a winner of the International Speech Contest, who will go forward to represent District 72 in the Region Quarterfinal contest judged by video in July.
3. To select national winners of three other contests – currently the Evaluation Contest, Table Topics Contest, and Humorous Speech Contest.
4. To provide training for District Officers and Club Officers, geared towards achieving the educational and membership goals of the District, Divisions, Areas, and Clubs.
5. To provide an opportunity for top-class educational sessions for the betterment of all Toastmasters.
6. To recognise achievements and present awards to members and Clubs.
7. To provide fellowship, fun, and educational entertainment, including Keynote speakers.

NB. The only items demanded by the International Policy and Procedures are Items 1 and 2. All other items are deemed to be necessary in order to meet the District Mission, provide training, educational, or entertainment as a means to better serve the requirements of our members, and to assist in the achievement of goals.

It is therefore essential that it be understood by any person wishing to act as Chair for the Conference, that they do so on behalf of the District, and under the strict guidance and direction of the Programme Quality Director, who has the delegated and direct responsibility of ensuring the success of District 72 Conferences.

Making the Bid

Any Area, or Club(s) within an Area may bid to host a District Conference. Under the requirements of the District Operating Procedures DP 4/7 they are required to present their bid at the District Conference at least two years in advance.

Order of events are:

1. Club or Area agrees to host a Conference
2. Any date elected in making the bid should take into account Christchurch show day, and University graduations to avoid conflicts.
3. Club or Area complete the D72 Bid for (Appendix 1)
4. Interim Chair selected or his / her proxy selected to make the bid.
5. Prior to making the bid, potential venues should be identified (see [Venue Requirements](#), page 11)
6. Advise the District Director / Programme Quality Director of intention to host 21 days before the Friday of the Conference two year earlier.
7. The bid is presented to the District Council and confirmed or denied.
8. In the event of more than one bid, each bidding team should be prepared to give a brief presentation (usually two minutes) to the District Council, to enable voting delegates to make a considered vote.
9. When the bid is accepted by the Council, then a full District Conference organising committee can be formed, followed by the formation of sub-committees.
10. There is a requirement for regular reports to the District Executive through the Programme Quality Director. (For full details of deadlines, see [Administrative Procedures AP 5/1](#)).
11. The District 72 Conference Consultant, District Director, Programme Quality Director, Club Growth Director, and Finance Manager are to receive all reports, minutes, budget, and programme details.

Roles and Responsibilities

District

The Programme Quality Director, on behalf of the District Director, has overall responsibility for the Conference. The Programme Quality Director is bound directly by the Policies, Protocols, and Administrative Protocols of Toastmasters International, then by the District Procedures of District 72, and the wishes of the District Council.

The Conference Chair is appointed by the Programme Quality Director, subject to the approval of the District Director (Toastmasters International Administrative Protocol). The appointment is announced to the District Executive / **Administration** committee.

Only the District Director can sign contracts for Toastmasters. If anyone else signs a contract, they are personally responsible.

Senior District Officers (or their delegate) can attend each Conference Committee meeting and should be kept informed of meeting dates.

Programme Quality Director

- Directly responsible for all contests, education sessions, and officer training. These tasks may be delegated in part.
- Must report to the District **Administration** / Executive meetings. The report must include details of venue, programme, and budget according to the requirements and deadlines outlined in District Procedures. The Conference Chair or their representative may present their own report and budget if the Programme Quality Director delegates this task to them.
- programquality.d72@toastmasters.org.nz

District Director

- Responsible for Opening and Closing Ceremonies, Council Meeting, and Executive Meeting.
- Liaises with Conference Chair to ensure smooth running and timing of these events.
- director.d72@toastmasters.org.nz

Immediate Past District Director

- Responsible for Awards Ceremonies.
- Responsible for Candidates Showcase.
- Liaises with Conference Chair and Programme Quality Director to ensure smooth running and timing of these events.
- ipdd.d72@toastmasters.org.nz



Finance Manager

- Approves the Conference Budget in conjunction with the District Executive.
- Makes payments approved by the Conference Chair.
- Audits the Conference Accounts. The date for receipt of all financial accounts and documents is 30th June following the May Conference.
- finance.d72@toastmasters.org.nz

District Parliamentarian

- Responsible for Credentials Desk, credential personnel, and all documentation.
- Liaises with District Director and Floor Manager regarding room size, layout, equipment requirements, and timing.
- parl.d72@toastmasters.org.nz

Administration Manager

- Liaises with Floor Manager regarding the setup of the Top Table for the Executive and District Council meetings.
- Provides gavel for Business Meetings.
- Liaises with Floor Manager for location and table for any handout for business meeting.
- Must ensure trophies etc are returned from former recipients, and are cleaned ready for presentation.
- Records recipients of awards.
- admin.d72@toastmasters.org.nz

District Supplies Officer

- Liaises with Programme Quality Director and Floor Manager for room size, layout, equipment requirements, and timing.
- supplies.d72@toastmasters.org.nz

District Webmaster

- Supplies a generic email address for use by Conference Committee. This has the advantage that it can be forwarded to more than one person.
- Puts information regarding the Conference, including registration forms, on the District Website.
- webmaster@toastmasters.org.nz

Conference Consultant

- The Conference Consultant is an appointed position, appointed by the District Director. This person has experience in running District Conferences and an understanding of the protocol required.
- The Conference Consultant provides help and advice to the Conference Chair, and committee members.
- The Conference Consultant receives copies of the minutes and budget, and can present reports to the District Council if required.

Conference Committee

A Conference Committee should be selected as soon as possible initially, this may be an interim committee while a bid is submitted. Once the bid is accepted and confirmed, the full committee should be selected. It is recommended that all committee members have attended a previous District Conference.



Suggested Committee roles:

- Conference Chair (required)
- Treasurer (required)
- Secretary (required)
- Registration Manager (required)
- Master of Ceremonies (required) (ideally will be serve as a member of the committee in order to be fully informed of all aspects of the Conference)
- Floor Manager (required)
- Programme
- Contests and Educationals
- Social and Entertainment
- Sponsorship
- Marketing and Promotion
- Hospitality, Accommodation, and Transport
- Technical and Audio Visual Liaison
- Volunteer Coordinator

It is not necessary to fill all these roles, and some may be combined, or sub-committees formed, where appropriate.

Conference Chair

- Appointed by the Programme Quality Director.
- Manages the Conference on behalf of the District.
- Ensures that a cost effective, efficient, timely, and educational Conference that meets the specific requirements of the District is delivered
- Presides over the Conference Committee.
- Demonstrates strong leadership skills in order to ensure the Conference is successful.
- Attends any sub-committee meeting if required or desired.
- Liaises with the District Executive through the Programme Quality Director, keeping them informed of all progress through regular reports, and ensuring all reporting deadlines, as set down in the District Protocols, are met.
- Is familiar with the District Procedures in Section 4 – District 72 Conferences.
- Liaises with the Conference Consultant, and ensures they receive committee meeting minutes, budget, and other relevant documentation.
- In conjunction with Conference Committee members, selects a Master of Ceremonies who is responsible for linking all Conference events over the weekend.

Treasurer

- Controls and manages all financial aspects of the Conference.
- Prepares budget for approval by Finance Manager (see Appendix 2).
- Provides timely and accurate records of all income and expenditure.
- Provides accurate costings of each part of the Conference, venue, and registrations.
- Arranges accounts payable to be approved by Conference Chair and sent to Finance Manager for payment.
- Provides monthly transaction report to Finance Manager (see Appendix 3).
- The Conference Treasurer must abide by Toastmasters International financial Policies and District 72 financial Procedures.

See further information under "[Finance](#)" section (page 17)



Secretary

- Keeps an accurate record of all business transacted during Committee meetings
- Ensures copies of minutes are sent to Conference Committee members, Programme Quality Director, District Director, Club Growth Director, Finance Manager, and Conference Consultant.
- Keeps a record of all correspondence.

Registration Manager

- Sets up draft registration form for approval from Conference Chair.
- Responsible for receiving and processing registrations.

See further information under "[Registration](#)" section (page 15)

Master of Ceremonies

- Serves as a member of the committee in order to be fully informed of all aspects of the Conference.
- Writes a script (in conjunction with the Floor Manager) for the Conference which ensures all Toastmasters protocol is adhered to, and the Conference runs smoothly.
- May be responsible for developing slideshow to be displayed over Conference weekend.
- Is the "face" of the Conference.

Floor Manager

- Pre-bid, to seek out and negotiate suitable venue.
- Liaises with suitable venue personnel and other committee members to ensure all aspects of the Conference flow smoothly.
- Responsible for overseeing the Conference while it is on.
- Responsible for ensuring all equipment, resources, and technical requirements are in place and working.
- Is lead 'go-to' person during the Conference.

See Appendix 4 for Floor Manager templates.

Programme

- Responsible for design of Conference Programme.
- Collates all information needed to be included in Programme.
- Prepares draft Programme for proofing and approval by District Director and Programme Quality Director.
- May be responsible for obtaining quotes for programme printing.

Contests and Educationals

- Works with Programme Quality Director to ensure all equipment required for Educational speakers is in place.
- Helps Volunteer Coordinator to find volunteers to fill introducer and thank you, and timekeeper roles for Educational sessions.

Social and Entertainment

- Responsible for all social events and any other entertainment that may be provided. This could include Friday during the day (for people not involved with District Officer Training and District Executive Meeting), Friday night (depends on timing of Candidate's Showcase), Saturday night (depends on timing of Humorous Speech Contest), and a non-Toastmasters partner programme.
- Responsible for suggesting themes for social events and entertainment to District Director and Programme Quality Director for their decision.

Sponsorship

- Seeks sponsorship either in money or gift in kind which will assist the Conference Committee to offer better facilities or stretch the budget further.
- Ensure all sponsors are acknowledged and thanked appropriately.

See further information under "[Sponsorship](#)" section (page 23)

Marketing and Promotion

- Responsible for preparing bid two years prior to the Conference.
- Responsible for promoting the event at the Conference one year prior to the event.
- Responsible for promoting the Conference to all Club Members and Officers in the year leading up to the event.

See further information under "[Marketing and Promotion](#)" section (page 23)

Hospitality, Accommodation, and Transport

- Researches all possible travel opportunities, tariffs, and timetables (air, rail, road, taxis from terminals, ferries), and makes sure these are promoted (through Marketing and Promotion).
- Liaises with Sponsorship to obtain discounts wherever possible.
- Works with Sponsorship to obtain free accommodation for District Director where possible.
- Checks other events scheduled that weekend that might put pressure on transport and accommodation and make sure delegates are informed (through Marketing and Promotion).
- Investigates activities suitable for non-Toastmaster partners (with Social and Entertainment).
- Works with Volunteer Coordinator to provide hosts as required for events during the Conference.

Technical and Audio Visual Liaison

- Works with Contests and Educationals to find out what technical equipment speakers require.
- Works with Contests and Educationals and Floor Manager to make sure all technical equipment required is available and suitable.
- Works with Master of Ceremonies to prepare slideshow and test it.
- Liaises with venue during weekend to ensure all audio and visual equipment is looked after.
- Works with Volunteer Coordinator to find volunteers to manage slide show during Conference.

Volunteer Coordinator

- Works with Floor Manager and all Committee members to ensure roles for volunteers are identified and filled.
- Instructs volunteers prior to Conference.
- Manages and assist volunteers during Conference.
- Thanks volunteers during and after Conference.

See Appendix 4 for volunteer management template

Venue Requirements

When looking for a suitable Conference venue, these items need to be taken into account:

- Cost
- Location (proximity to travel terminals)
- Accessibility
- Accommodation availability (either at the venue or within easy travel distance)
- Catering
- Audio Visual and other technical requirements
- Wifi access
- Capacity of main room and break out rooms

Friday

- Room for Executive Council Meeting and District Officer Training for 50 people. Available all day (start time to be confirmed with District Director).
- Room for Candidates Corner. Available all afternoon (will depend on Executive Meeting timing). Delegates to provide their own promotional materials. Must remain open until the start of the Business Meeting (Saturday).
- Space for socialising for those not involved in Executive Meeting or Training, and if there are no other activities planned.
- Space for Registration Desk. To remain open for the whole Conference.
- Room for District Supplies. Must be able to be locked. District Supplies Officer to confirm requirements.
- Room for main Conference activities. This room needs:
 - to be able to fit all delegates
 - stage or stage area
 - ability to hang New Zealand flag, District banners (and, if there is an Official Toastmasters International representative, the flag of their country) (see Appendix 5: Hanging Flags)
- Room for Candidates Showcase. (Friday evening). Must be able to seat all delegates. Also need a separate room for candidates to wait in.
- (If Table Topics or Evaluation Contest is held on Friday)
 - room for contestants to wait during contest.
 - space for Contestants briefing (use stage if possible)
 - room for Judges briefing (can also be used for tally counting). Must be away from Contestants briefing.

Saturday

- Room for main Conference activities (as above).
- Candidates Corner (as above).
- District Supplies (as above).
- Registration Desk (as above).
- Briefing room for Judges (can also be used for tally counting during contests and ballot counting during Business Meeting).
- Briefing space for contestants (use stage if possible).
- Room for Table Topics and Evaluation Contests contestants to wait during conference (Evaluation Contestant room needs to be set up with tables and chairs).

- Credentials Desk. Opens early Saturday morning, closes before Business Meeting starts.

District Parliamentarian to confirm requirements.

- Rooms for Educational.
- The District Director may need a room prior to the evening's activities. District Director to confirm requirements.

Sunday

- Room for main Conference activities (as above)
- District Supplies (as above).
- Registration Desk (as above).
- Briefing room for Judges (can also be used for tally counting).
- Briefing space for contestants (use stage if possible).
- (Room for Table Topics and Evaluation Contests contestants to wait during conference (Evaluation Contestant room needs to be set up with tables and chairs)).
- Rooms for Educational.

The Conference Committee may also like a room for their use and for storage during the weekend.

Rooms can be used for multiple purposes.

Catering

Friday

- Morning tea for District Officers (included in Registration)
- Lunch for District Officers (at extra cost or included in Registration)
- Afternoon tea for all delegates (included in Registration)
- Dinner for all delegates (at extra cost or included in Registration)

Saturday

- Morning and afternoon tea for all delegates (included in Registration)
- Lunch for all delegates (at extra cost or included in Registration)
- Dinner (for those registering and paying)

Sunday

- Morning tea for all delegates (included in Registration)
- Lunch for all delegates (at extra cost or included in Registration)

Audio Visual

If the Venue does not provide audio visual services, get quotes for audio visual services from at least two suppliers.

IMPORTANT: Check the current Contest Rulebook for rules regarding the videoing of the International Speech Contest. Make sure these requirements are clearly stipulated to Audio Visual supplier. Liaise with Programme Quality Director about this.

Audio

- Lectern microphone for main room, all weekend.
- Lapel or headset microphone for MC, all weekend.
- Handheld and lectern microphone for Contest Chairs.
- 2x lapel or headset microphones for all contests.
- 2x handheld or table microphones for Business Meeting (for top table).
- 2x handheld microphones for Business Meeting (for audience).
- Depending on room sizes, lapel or headset microphones may be required for Educational presenters.
- Microphone requirements for Keynote Speakers and Educational presenters to be confirmed with them and provided as required.

Use someone who knows what they are doing to manage the audio for the weekend.

Visual

- Screen and projector for main room.
- Screen and projector for all Educational rooms.
- Whiteboards for all Educational rooms and main room (can be kept to one side until needed).
- Screen, projector and whiteboard for Executive Meeting and District Officer Training.
- Lecterns for main room and Educational rooms.
- Registration desk might like a small whiteboard for posting messages during the weekend.
- Stopwatch and lights for main room and all Educational rooms.

Arrange for someone to click the slides through in the main room during the MC-run sessions.

Venue Set Up Summary

Executive Meeting (responsibility of District Director)	
Time	Probably all morning before morning tea. District Director to advise.
Room layout	Theatre style, Top Table for eight District Officers, or as advised by District Administration Manager.
Equipment	Projector, screen, whiteboard, lectern.
Catering	Morning tea (included in Registration).
District Officer Training (responsibility of Programme Quality Director)	
Time	Probably between morning tea and lunch. Programme Quality Director to advise.
Room Layout	Probably theatre style as above. Programme Quality Director to advise.
Equipment	Projector, screen, whiteboard, lectern,
Catering	Lunch (included in Registration or at own cost).
Registration Desk (responsibility of Registration Manager)	
Time	Friday prior to Executive Meeting, Saturday from 7.00am until close of business, Sunday from 7.30am or 8.00am until Conference end.
Equipment	Tables and chairs as required, whiteboard (optional).
Candidates Corner	
Time	Available all Friday afternoon (will depend on Executive Meeting timing). Must remain open until the start of the Business Meeting (Saturday).
Equipment	10 small tables or five large tables spread around room. Delegates to have one table each or one end of shared table to display their promotional items.
Credentials Desk (responsibility of District Parliamentarian)	



Time	Saturday 7.00 until just before Business Meeting, and as agreed for District Officers on Friday.
Venue	Separate room, or space not in the main flow.
Equipment	Tables and chairs for eight people. District Parliamentarian to advise.
Personnel	District Parliamentarian to advise.
Refreshments	Water, glasses, morning tea to be brought to Credentials Desk personnel.
Educationals (responsibility of Programme Quality Director)	
Room Layout	As required by presenters.
Equipment	Stopwatch and lights, projector, screen, whiteboard, and as required by presenter.
Personnel	Introducer and thanker, timekeeper.
District Supplies (responsibility of District Supplies Officer)	
Venue	Needs to be able to be locked.
Equipment	Tables and chairs, power points, Wifi access, District Supplies Officer to advise.
Main Conference Room	
Opening Ceremony (responsibility of District Director)	
Room Layout	Theatre style, stage or stage area. District 72 Banner and New Zealand flag displayed (and others as required and agreed by District Director), lectern, seating for Official Party on stage, reserved seating for Official Party, Past District Directors / Governors, and DTMs in audience (front), other stage decorations as required.
Personnel	MC, timekeepers, Official Party, Past District Directors / Governors, DTMs, banner bearers, slide manager, audio manager.
Equipment	Stopwatch and lights, sound equipment, screen, projector, whiteboard (to side), lectern.
District Council Meeting (responsibility of District Director)	
Time	Usually Saturday afternoon. District Director or Programme Quality Director to confirm start and finish times.
Room Layout	Theatre style.
Stage Layout	Top Table for eight District Officers. Signage provided by District Administration Manager.
Equipment	Sound system, hand 2x handheld or table microphones (for top table), 2x handheld microphones (for audience), stopwatch and lights, projector, screen, whiteboard (to the side), lectern.
Refreshments	Water and glasses on top table.
Personnel	Microphone runners x2, timekeepers x2, tally counters x4 (not to be voting delegates), vote collectors (not to be voting delegates).
Contests (responsibility of Programme Quality Director)	
Room Layout	Theatre style, stage as agreed with Programme Quality Director and contestants. Holding room for Table Topics and Evaluation contestants. Evaluation contestant holding room to be set up with table and chairs separate from one another.
Contest Officials	Contest Chairs x4, Chief Judges x4, appointed by Programme Quality Director. Sergeant at Arms x2 (plus one for each entrance), tally counters x3, timekeepers x3. Conference Committee to arrange in liaison with Programme Quality Director.
Refreshments	Water and glasses as required for contestants and Contest Chairs.
Paperwork	All contest paperwork supplied by Programme Quality Director. Conference Committee to arrange a scribe for certificates.
Equipment	Lectern, screen, projector, lapel microphones (contestants), handheld and lectern microphone (Contest Chairs), stopwatch and lights.

Registration

Registration Manager

The Registration Manager is responsible for:

- Drafting the registration form for approval.
- The accurate recording and maintenance of Conference registrations.
- Sending the registration form to the District Webmaster to upload onto the website.
- Sending the registration form to Division Directors to distribute at Division Conferences.
- Forwarding payments to the Conference Treasurer immediately after processing.
- Issuing registration confirmation.
- Responding to questions from delegates.
- Preparing name badges.
- Managing the preparation of Conference Bags.
- Managing the registration desk during the Conference.
- Working with the Volunteer Coordinator to arrange volunteers to assist on the registration desk during the Conference.
- Distributing banner ribbons (one for each Club registered, and one for past District Directors / Governors in attendance) (this might be done from the Registration Desk or a ribbon could be slipped in with the name badge of one person from each Club. Keep a list to say who received it!)
- Advising the Programme Quality Director of those delegates who are available and willing to judge.
- Advising the Floor Manager of delegate numbers, dietary, and accessibility requirements so they can inform the venue.

The Registration Manager will require 'view' access to the Conference bank account to check on online payments.

Registration Form

The following information is required from delegates:

- Name
- Address
- Phone number
- Email address
- Toastmasters achievements – Legacy Programme or Pathways level reached
- Club(s) – it is important that all Clubs a member belongs to are recorded
- District
- First time Y / N
- Dietary requirements
- Access requirements (wheelchair user, visually impaired, hearing impaired)
- Prepared to judge Y / N and level judged at before
- Registration details as required, e.g. any paid for meals, Dine and Dance, any special transport that might have been arranged

All information, including payment details should be recorded.

Name Badges

Name badges **should** contain:

- Name (font suitable for easy visibility).
- District position (e.g. Area Director).
- DTM (if delegate is DTM).
- Codes for attendance at special paid-for events.

Name badges could contain:

- Other Toastmasters Achievements (CC, PM1 etc).
- Names of Clubs delegates belong to.
- Summary programme.

A second 'badge' with the delegates name should also be provided to attach to the delegate's Conference bag to make it easy to identify.

Reporting

The Registration Manager will be asked to supply reports. These could include:

- District Director may request a list of District Officers that have registered.
- Division Directors may request a list of members from their Division that have registered (so they can encourage more to do so).
- Caterers will need list of dietary requirements.
- Programme Quality Director will need list of people willing to judge.
- Venue will need numbers of people attending main Conference and extra paid events

Conference Bags

These **should** include:

- Printed programme.
- Writing pad.
- Pen.
- Registration Form for next Conference (if budget has been approved) or "Save the Date" for next Conference (if budget hasn't).
- Venue Map (if not included in printed programme).
- Judging Form templates (if not included in printed programme).

These could include:

- Evaluation forms for Conference events (these may also be given out at each event) (see Appendix 9 for template).
- Anything which sponsors have asked to be included.
- Anything which speakers have asked to be included (may also be given out at specific events).
- Any treats or promotional items from the city or region hosting the Conference.

Finance

The Conference accounts are part of the District accounts. The Conference Committee will be given two logons for viewing access to one of the sub-accounts held for Conferences. The Conference Treasurer needs to liaise with the Finance Manager to get access to a sub-account from when Registration Forms are distributed (approximately one year prior to the Conference). Any payments relating to Conference will be approved by the Conference Chair, and made by any two of either the District Director, Programme Quality Director, Club Growth Director, or Finance Manager.

The Conference Treasurer must abide by Toastmasters International financial Policies and District 72 financial Procedures.

Items to note:

- Costs for District Director expenses should be included in the Conference Budget, but will be reimbursed by District.
- Accommodation and meals (extra paid for) should be booked on behalf of the District Director.

Dates and Requirements

Dates and requirements are as stated in [Administration Procedure AP 5/1](#).

The budgets for Conference should be approved in the preceding Toastmasters year. The Conference budget is part of the District Budget which must be finally approved by the [September District Executive Meeting](#).

	May Conference
Preliminary budget	Presented to November Executive (18 months prior to the Conference) for discussion and feedback
Final budget	Approved by March Executive (14 months prior to the Conference. Means Registration Forms can be distributed in May at prior Conference.)
Final budget with updates	Presented to May Executive (one year prior to the Conference)
Unaudited Financial Statements	With Finance Manager by 30 th June following Conference

Budgets

Conference Budget is to be completed as per sample template (Appendix 2).

An electronic copy of the Budget template can be requested from the Finance Manager.

Venue Deposit

Funds may be requested from District to pay a deposit to the venue.

Registration Receipts

The Conference Committee is responsible for all deposits into the Conference account. Delegates may pay by direct credit / online transfer to the Conference account. The Conference Committee needs to decide if delegates can pay in instalments or by credit card, and must make the arrangements (and pay the fees) for both of these options.

The Registration Manager keeps a record of the registrations and advises the Treasurer of the bankings, and what each of the bankings are made up of. A breakdown of registrations, meals, etc (as detailed in the budget), must be kept.

Authorisation of Expenditure

Any expenditure over NZ\$500 must be authorised in advance and in writing by the District Director and at least one of either the Programme Quality Director or Club Growth Director, in consultation with the Finance Manager, where either:

- The expenditure item was not included in the budget as approved by the District Executive; or,
- The expenditure exceeds the amount in the budget as approved by the District Executive; or,
- The item was budgeted for under a vague category like “other”, “contingency”, “miscellaneous”, etc.

Any activity run in conjunction with the Conference, e.g. a Club running an event on the Friday morning or Sunday afternoon, is a District event, and any surplus or loss from that event belongs to the District. If it is not included in the Conference budget, the District Director needs to approve the event budget.

Recording of Transactions

All transactions must be entered into the Transaction Register (Appendix 3).

Note:

- All details for each month, are entered as requested by the Register, and sent to the Finance Manager by the 15th of the month.
- Deposits entered in the Register match the deposits in the bank account for any one day.
- Account codes are assigned to all transactions.
- Bank reconciliation is completed to make sure that all transactions for the month have been accounted for.
- GST invoices are kept to support all payments.

Finalising Finances

When all accounts and statements have been finalised, the following are to be sent to the Finance Manager:

- Final statements.
- All invoices and supporting documentation.
- All deposit books (both used and un-used).
- A copy of the minutes.

The Finance Manager will then transfer the balance of the Conference bank account to the District bank account.

The Finance Manager will arrange for the Conference account to be audited by the District Audit Committee as part of the District audit.

Programme

A draft programme must be submitted to the District Executive, through the Programme Quality Director at the **November Executive Meeting (Administrative Procedure 5/1)** prior to the Conference. The draft must be sent to the Programme Quality Director at least two weeks prior to the meeting.

When creating the programme, remember to allow time for delegates to move between rooms for different sessions. (Sample programmes can be found in Appendix 6).

Opening Ceremony

The usual order for the Opening Ceremony is as follows:

1. Official Party takes stage
2. Banner Parade
3. Acknowledgement of Past District Governors and Directors
4. Welcome and housekeeping
5. National Anthem
6. Address by guest, e.g. Mayor
7. District Director Opens Conference
8. Presentation of DTM Awards

1. Official Party

The Official Party takes the stage in the following order:

- Conference Chair
- Official guests (if any)
- Immediate Past District Director
- Club Growth Director
- Programme Quality Director
- District Director
- Region Advisor (if present)
- International Director / Officer (if present)

2. Banner Parade

This depends on the set up of the venue and timing. You could choose to have a banner 'guard of honour' or a 'virtual' parade (showing the Clubs present on screen only) (see Appendix 7 for list of Clubs in District 72).

3. Acknowledgment of Past District Governors and Directors

Past District Governors and Directors present at the Conference are introduced (could parade up aisle or across stage, or stand up in their place and wave) from oldest to newest (see Appendix 8 for a list of all Past District Governors and Directors).

When their name is read out, their name, year of service, and educational status should be read, e.g. Joy Ackrill, Past Distinguished District Governor, 2001 – 2002, Distinguished Toastmaster.

4. Welcome and Housekeeping

Master of Ceremonies to lead.

Includes (emergency exits, toilets, etc) and identification of first timers.

5. National Anthem

If overseas dignitaries are present, their National Anthem is played after the New Zealand Anthem.

6. Address by guest

If Mayor or their representative is in attendance, they have the opportunity to welcome delegates to their town / region. (Be strict with their time allowed!)

7. District Director Opens Conference

Even if a guest addresses the audience, it is the District Directors Conference, and, as such, they open the Conference.

8. Presentation of DTM Awards

Presented by District Director and guest or Toastmasters International Dignitary

Educationals

It is the Programme Quality Director's responsibility to invite speakers to deliver educational sessions, although they may delegate the selection to hosts and other officers. The Conference Committee can put forward suggestions of sessions and of presenters. Educational sessions should be based around communication, leadership, and membership.

Evaluation forms should be available at every Educational session (including them in the Conference Bag often means there is only one completed at the first Educational session attended) (see Appendix 9 for an evaluation template).

Keynote Speaker

Keynote Speakers are selected by the Conference Committee. Before approaching anyone to perform this function, they should be approved by the Programme Quality Director.

Keynote Speakers cannot be paid, but any travel or accommodation costs can be reimbursed.

Awards

Awards are given out at the Conference. The presentation of awards can be slotted in between other events at the Conference (except the presentation of DTMs which are presented during the Opening Ceremony). (See Appendix 10 for a list of awards to be presented and whom they are presented by).

The District Administration Manager is responsible for ensuring awards are available to be presented at the Conference.

Contests

The Programme Quality Director is responsible for:

- Obtaining the names of contestants.
- Appointing Contest Chairs and Chief Judges.
- Appointing Judges.



- Finding Test and Warm Up Speakers.
- Providing contest paperwork.

They may delegate these responsibilities to the Conference Committee:

- Finding tally counters, Sergeant at Arms, and timekeepers

They may also ask the Conference Committee for suggestions for Test and Warm Up Speakers.

Contestants

District Finalists will meet the costs of their own optional meals, travel and accommodation.

- If they attend only the contest and the contest briefing and no other part of the conference, they shall pay no registration.
- If attending the full conference will be charged the early bird or first timer rate, whichever is lower.
- If attending for one day only they shall be charged 80% of the daily rate.

District 72 Administrative Procedure AP 5/8

Dine and Dance

The Dine and Dance is an opportunity for socialising and for people to relax after two full-on days of events. This is a self-paid event and must not cost the District anything.

Pinning and Installation Ceremony

Often the Pinning and Installation Ceremony takes place prior to the Dine and Dance starting. This includes an opportunity for the incoming District Director to address the audience. As not all delegates attend the Dine and Dance, the outgoing District Director might prefer to have the Ceremony as part of the main Conference programme, e.g. before the announcement of contest results.

Closing Ceremony

The Closing Ceremony can include:

- Thanks to Conference Committee from the Conference Chair.
- Promotion for next Conference.
- Conference Suitcase being handed over to new Conference Committee.

The Conference must be officially closed by the District Director.

Printed Programme

The printed programme should include the following:

Welcome addresses	From District Director and any Dignitaries attending. Include a photograph.
Bios	From District Director, Immediate Past District Director, Programme Quality Director, Club Growth Director, Keynote Speakers, Educational presenters. Include a photograph. For Keynote Speakers and Educational presenters, also include information about what they are presenting.
Contest Judging Sheets	Can be reduced in size to fit. Do not need to include Judging Criteria or Code of Ethics. Could also be included in Conference Bag.



Contest Details	Names of Contest Chairs and contestants (no other information is to be included, e.g. where they are from). Obtain details from Programme Quality Director.
Sponsors	Logos and other details as agreed with sponsors.
Venue Map	Can also be included in Conference Bag.
Agenda	Agenda showing times and venues of all Conference events.

Attendance of International Director, International Officer, or Region Advisor

We can expect an international visitor to Conference at least every two years. The non-Conference aspects of the international visit, e.g. corporate visits, media interviews, etc, will be managed by a person appointed by the District Director. It is not the Conference Committee's responsibility.

During an official visit, the Conference Committee must provide the International Officer or Director with:

- time on the main Conference programme to deliver a motivational address or Keynote speech to the full Conference, at a time that is not concurrent with any other session.
- time on the main Conference programme to deliver an Educational session to the full Conference, at a time that is not concurrent with any other session.

There is no requirement that a Region Advisor runs an Educational session at a Conference, however, depending on the individual, the District Director may decide that this is appropriate and desirable.

Instructions for District Visits by International Directors and Officers, and Region Advisors can be found here: <https://www.toastmasters.org/leadership-central/district-leader-tools/district-visits>

Sponsorship

- Sponsorship of money or gifts in kind can be sought for the Conference Committee to offer better facilities, or to stretch the budget further.
- Sponsors should be in keeping with the values and ideals of Toastmasters.

Possible areas for sponsors are:

- Travel discounts, particularly by air.
- Accommodation discounts.
- Printing, photocopying, and stationery.
- Gifts for presenters.

Sponsors could be acknowledged with:

- Naming rights for individual contests or events.
- Naming rights for a room.
- Logo in programme.
- Logo on screens during breaks in the programme.
- 'Thank you' post on social media.
- Discounted 'tickets' to attend flagship Conference events, e.g. International or Humorous Speech Contests, or Keynote Speaker.

"Conferences" are usually not an item that philanthropic funders will fund. Make sure you read their criteria before applying, as we do not want to give Toastmasters a bad name.

Marketing and Promotion

Conference will need to be promoted to all Club Members and Officers. Assistance for this can be provided by the District Public Relations Manager (prm.d72@toastmasters.org.nz).

Promotion of Conference can be done through a number of mediums including:

- Promotional flyer suggesting travel and accommodation options.
- Flyers to all Clubs at regular intervals until the cut-off date.
- Promotions through D72 website.
- Promotion to media and other organisations as appropriate (e.g. Keynote Speakers, or International or Humorous Speech Contests).
- Regular information provided in D72 newsletters (liaise with District Public Relations Manager).
- Flyers sent to all Division Conferences to be distributed with Registration Forms.
- Link in with venue's promotional activities.
- Printing of banner ribbons to be given to Clubs and Past District Directors / Governors in attendance.

Timeline

Task	By When	By Whom
Pre-Bid		
Find appropriate venue and tentatively book for relevant dates		Floor Manager, Conference Chair
Draft budget		Treasurer, Conference Chair
Select Conference Chair and Committee members (interim ok)		Programme Quality Director, Conference Chair
Submit bid	21 days prior to Friday of Conference two years earlier	Conference Chair, Marketing and Promotions
Bid approved		
Confirm venue booking		Floor Manager
Get Conference email address from District Webmaster		Registration Manager
Decide theme		Conference Committee
Set up website (or pages on District website with support of District Webmaster)		Marketing and Promotions
Start Facebook page (can take over page from previous Conference Committee)		Marketing and Promotions
Identify potential Keynote Speakers		Conference Committee, Programme Quality Director
Budget approval	To confirm on page 17.	Treasurer, District Executive
Draft Registration Form		Registration Manager
Identify potential Educational presenters		Programme Quality Director, Conference Committee
Keynote Speakers approved and approached		Programme Quality Director, Conference Committee
Educational presenters approved and approached		Programme Quality Director, Conference Committee
Approach potential sponsors		Sponsorship
Registration Form approved		District Director, Programme Quality Director
Draft programme		Programme
Registration Forms (and regional / city information) sent to previous Conference Committee for inclusion in their Conference Bags		Registration Manager, Marketing and Promotion
Get details for inclusion in printed programme		Programme, Sponsorship
Book Mayor or other dignitary		Programme
Organise banner ribbons		Registration
Identify volunteer roles		Conference Committee
Find volunteers		Volunteer Coordinator
Programme approved		Programme, District Director, Programme Quality Director
Get presenter bio's, details, and equipment requirements		Programme, Contests and Educationals
Get Contest Chair and contestants details from Programme Quality Director		Programme, Contests and Educationals
Conference programme designed and proofed		Programme, Conference Committee
Print Conference Programme		Programme
Print Evaluation Forms and other handouts / inserts		Secretary
Pack Conference Bags		Conference Committee
After Conference		
Thank volunteers, Keynote Speakers, and Educational presenters		Volunteer Coordinator, Conference Chair
Finalise financials		Treasurer, Finance Manager
Type up Evaluation Forms and distribute		Contests and Educationals
Final Conference Committee meeting / debrief		Conference Chair, Secretary
Report to District Executive		Conference Chair



Appendix 1 – D72 Conference Bid Form

Toastmasters International District 72 Conference Bid Form

This form should be completed and submitted to the Programme Quality Director by any Club or Area wishing to host the District Conference, by the deadline required for inclusion in the District Council Agenda two years prior.

Conference: May year: _____

Proposed Date: _____

Host Club(s) or Area(s): _____

Proposed Chair: _____

Location City: _____

Proposed Venue: _____

Distance from nearest airport: _____

Capacity (i.e. Main Room): _____

Number of breakout rooms: _____

Types of accommodation available: _____

Proposed Committee:

Treasurer: _____

Registration Officer: _____

Others: _____

The committee will host the Conference as per the standards and guidelines as laid down in the District 72 Conference Handbook, and Toastmasters International Policies and Protocols.

Signed: _____ (Conference Chair)



Appendix 2 – D72 Conference Sample Budget

To be inserted



Appendix 3 – Transaction Register

To be inserted



Appendix 4 - Floor Manager’s Run Sheet Templates

Run Sheet

The Floor Manager may find it useful to break down each part of the Conference into the following headings (would be one row in spreadsheet). Each programmed event has its own line:

Start Time	Finish Time	Timing	Event	Venue	Technical Requirements
------------	-------------	--------	-------	-------	------------------------

Other Equipment	On Screen	Signage	Room Set Up	People	Volunteers Required
-----------------	-----------	---------	-------------	--------	---------------------

Timekeepers Sheets

Timekeeping sheets for each room could be set up using the following template. Times can be added in once confirmed by each speaker.

Activity	Start and finish times	Timekeepers	Green Light	Orange Light	Red Light	Starting flashing lights at
----------	------------------------	-------------	-------------	--------------	-----------	-----------------------------

Signage Requirements

It might be useful to keep track of signage in more detail to make sure the correct signs are in the correct place. (Check what signs are in the Conference Suitcase before printing more)

Signage Required	Where it Goes	When it Goes There	When it Comes Down	Notes
------------------	---------------	--------------------	--------------------	-------

Volunteers

This could be a useful template for keeping track of volunteers and what roles volunteers could do. (One line for each role).

Name	Day Volunteered For	Position Volunteered For	Confirmed
------	---------------------	--------------------------	-----------



Educational Session Information Sheets

Information sheets for each Educational session could be set up using the following template.

- Day:**
- Time:**
- Venue:**
- Educational #:**
- Educational Title:**
- Presenter:**
- Introducer and Thanker:**
- Timekeeper:**

Thank you for helping us host this Educational session today. Here is some information you might find helpful.

Introducer and thanker

1. hand out evaluation forms or place them on seats prior to the Educational starting
2. please ask people to turn devices to silent
3. please introduce your presenter to the audience (1 – 2 minutes)
4. help your presenter with handing out handouts, or with anything else they require
5. if there is time for questions, please cut these off when the light is red (we are running to a very tight schedule)
6. thank your speaker and present them with a small gift (provided)
7. collect evaluation forms and return them to the registration desk
8. help presenter pack up if required

Timekeeper

1. please time the presentation according to the timekeeping schedule (in folder next to lights)
2. please leave lights, stopwatch, and folder on the table when you've finished

Appendix 5 – Instructions for Hanging Flags

Flags to be hung flat against a surface; a wall or window.

The first quarter should be in the top left position.



Appendix 6 – Sample Programmes

From D72 May 2019 Conference (NB. International President was in attendance)

Start Time	Finish Time	Timing	Event	Venue
Friday				
			Set Up	
09:00			Registration Desk Opens	
09:30	09:55	25 minutes	District Officer Morning Tea and Registration available	
10:00	11:30	2 hours	District Executive Meeting	
10:00			District Supplies Opens	
10:00			Candidates Corner	
09:30	12:30	3 hours	Activity for those not involved with District meetings	
11:30	12:45	1 hour 15 minutes	District Officer Training	
12:45	13:30	45 minutes	Lunch - All those involved in TT contest to eat first / lunch for TT Contest people served in their briefing space	
13:00	13:30	30 minutes	Briefing for Table Topics Contest	
13:45	14:45	1 hour	Opening Ceremony includes banner 'guard of honour' includes DTM presentations (30 minutes)	
14:45	15:45	1 hour	Educational Introduced by:	
15:45	16:05	20 minutes	Afternoon Tea	
16:10	17:00	50 minutes	Table Topics Contest	
17:00	18:00	1 hour	Educational	
18:00	18:10	10 minutes	Table Topics Contest Results Close of day's events	
18:10	18:30	20 minutes	Walk to external dinner venue	
18:15			District Supplies Closes	
18:15			Candidates Corner Closes	
18:30	20:00	1 hour 30 minutes	Dinner	
20:10	20:30	20 minutes	Walk to Conference venue	
20:45	22:15	1 hour 30 minutes	Candidates Showcase	
22:00			Registration Desk Closes	
22:20			Mix & Mingle	
			Bed time	
Saturday				
07:00			Registration Desk Opens	
07:00			District Supplies Opens	



07:00			Candidates Corner	
07:15			Credentials Desk Opens	
07:15	07:45	30 minutes	Briefing for Evaluation Contest	
07:45	08:15	30 minutes	Briefing for Humorous Speech Contest	
08:30	08:45	15 minutes	Welcome	
08:45	09:35	5 minutes intro 40 minutes speech 5 minutes thanks	Keynote Introduced by:	
09:35	09:40	5 minutes	MC stuff	
09:45	10:15	30 minutes	Morning Tea	
10:20	11:10	2.5 minutes' walk there 45 minutes educational 2.5 minutes' walk back	Educational 1	
10:20	11:10	2.5 minutes' walk there 45 minutes educational 2.5 minutes' walk back	Educational 2	
10:20	11:10	2.5 minutes' walk there 45 minutes educational 2.5 minutes' walk back	Educational 3	
11:15	12:05	50 minutes	Evaluation Contest	
12:05	12:20	20 minutes	Awards 1. Terry Bellamy Trophy for the Outstanding Division Director of the Year 2. Len Jury Trophy for the Outstanding Area Director of the Year 3. Ken Haines Award for District Toastmaster of the Year 4. Don Harden Memorial Trophy for the Most Outstanding Contribution to the Professionalism of Toastmasters in District 72	
12:25	12:30	5 minutes	Evaluation Contest Results	
12:30			Credentials Desk Closes	
12:30			Candidates Corner Closes	
12:30	13:25	55 minutes	Lunch	
13:30	15:30	180 minutes	District Council Meeting	
15:35	16:05	30 minutes	Afternoon Tea	



16:10	16:25	15 minutes	Awards 1. District 72 Retention and Membership Award 2. Club Leadership Excellence Awards 3. Distinguished Division Awards	
16:30	18:00	90 minutes	Humorous Speech Contest	
18:00	18:05	5 minutes	MC stuff	
18:05	18:10	5 minutes	Humorous Speech Contest Results Close of Days Events	
18:10			District Supplies Closes	
			Part District Governors / Director's Meet	
19:30	20:00	30 minutes	Mix and Mingle includes induction of incoming District Officers	
20:00	00:00	240 minutes	Dine and Dance	
			Bed time	
Sunday				
08:30			Registration Desk Opens	
08:30			District Supplies Opens	
08:30	09:00		Briefing for International Speech Contest	
09:00	09:15		Welcome	
09:15	10:05	5 minutes intro 40 minutes speech 5 minutes thanks	Keynote Introduced by:	
10:10	10:25	15 minutes	Awards 1. Jack Duffy Memorial Rose Bowl for Community Service 2. Long Service Awards 3. District 72 Anzac trophy for service as a District Director	
10:30	10:55	25 minutes	Morning Tea	
11:00	12:30	90 minutes	International Speech Contest	
12:30	13:15	45 minutes	Lunch	
13:20	14:10	2.5 minutes' walk there 45 minutes educational 2.5 minutes' walk back	Educational 1	
13:20	14:10	2.5 minutes' walk there 45 minutes educational 2.5 minutes' walk back	Educational 2	



13:20	14:10	2.5 minutes' walk there 45 minutes educational 2.5 minutes' walk back	Educational 3	
14:10	14:20	10 minutes	International Speech Contest Results	
14:20	15:00	40 minutes	Closing Ceremony	
15:00			FINISH	
			Pack Up	

From D112 May 2019 Conference (NB. International President was in attendance)

To be inserted





Appendix 7 – D72 Clubs, Areas and Divisions List

Division	Area	Club Number	Club Name
C	1	695	Taieri Club
C	1	7689	Wavecrest Club
C	1	1251593	Tabletalk Toastmasters
C	1	1377576	Scarfies Speechcraft Club
C	1	5271470	Oamaru Toastmasters
C	2	1895	Gore Toastmasters Club
C	2	593819	Queenstown Club
C	2	1218985	Wanaka Toastmasters
C	3	4978	Foveaux Club
C	3	7482	Grand Club
C	3	9534	Five-Thirty Forum Club
C	3	1227260	Oyster Orators
C	4	67	Lunchspeak Club
C	4	1749	Dawnspeakers Club
C	4	2498	Speak-Easy Club
C	4	2890	Dunedin Toastmasters Club
D	1	2400	Boaters Club
D	1	5628	Sunrise Club
D	1	9791	Victoria Toastmasters Club (Christchurch)
D	1	1043619	ACE Toastmasters
D	2	3514	Avon Club
D	2	7144	Hereford Street Toastmasters
D	2	9869	Civic Club
D	2	1094388	Dollan House Toastmasters
D	2	6751503	Alphabet Athletic Toastmasters Club
D	3	8922	Pegasus Toastmasters
D	3	9360	Shoreline Club
D	3	859868	Christchurch Speechcraft Club
D	3	6571477	Bay Harbour TM Club
D	4	1866	Christchurch Club
D	4	744165	Christchurch Athenians Toastmasters
D	4	2468094	Spreydon Toastmasters Club
D	4	5826989	Leadership Academy Toastmasters Club
D	5	3080	Ashburton Toastmasters Club
D	5	6842	Alpine Toastmasters Timaru Club
D	5	7615	Liffey Club
D	5	1424943	Lincoln Research Toastmasters
E	1	2069	Nelson Madhatters Club
E	1	3758	Nelson Club
E	1	6961	Sunbelt Speakers Club



E	1	920168	Motueka Toastmasters
E	1	920172	High Noon Nelson
E	2	1479410	Greymouth
E	2	2097688	Hokitika
E	2	3351535	Westport
E	3	5216	Kaiapoi Club
E	3	7563	Northside Toastmasters Club
E	3	9337	Rangiora Club
E	3	952866	Belfast
E	3	6983385	Blue-Blooded Toastmasters
E	4	6417	Westside Toastmasters Club
E	4	6944	Southern Cities Club
E	4	895352	AirWaves Toastmasters Club
E	4	1176581	Christchurch Women's Club Toastmasters
E	5	5859	U-CAN-SPEAK Club
E	5	8657	Bishopdale Club
E	5	1255299	Cathedral City
E	5	3234456	Speak For Yourself
E	6	5535	Riccarton Toastmasters Club
E	6	7835	Everest Club
E	6	9074	Oaklands Toastmasters
E	6	1179890	Hornby
G	1	774	Harbourside Club
G	1	3183	Capital Breakfast Club
G	1	7287	Capital Chatterers Club
G	1	9248	Business Breakfast Club
G	1	6614287	Collider Toastmasters
G	2	710654	Up Top Club
G	2	935480	DIALOGUE Toastmasters Club
G	2	1822420	Toast Health
G	2	3287373	BNZ Harbour Quays Toastmasters
G	2	4849467	Police Toastmasters Club
G	2	7192070	WNZL Wellington Toastmasters Club
G	3	1461	Five Crowns Club
G	3	7243	Terrace@12 Toastmasters Club
G	3	586006	Victoria University Toastmasters Club
G	3	1215362	FearBusters
G	3	6570187	Te Puni Korero Toastmasters
G	3	6826752	MBIE Toastmasters Club
G	4	7422	High Noon Bankers
G	4	798878	Willis Quarter Toastmasters Club
G	4	1153385	Statistically Speaking
G	4	5291627	Solnet Toastmasters
G	4	6983994	Toast NOW
G	5	699968	Taxing Toastmasters Club



G	5	2383390	NZX Wordstock
G	5	4426115	TradeMe
G	5	4725084	WCC Toastmasters
G	5	6642274	NZ Transport Agency Toastmasters
H	1	409	Capital Club
H	1	1046	Wellington Club
H	1	8398	Te Aro Toastmasters Club
H	1	3984549	Pipitea Toastmasters
H	2	6336	Public Service Toastmasters Club
H	2	650034	Mid City Toastmasters
H	2	2906557	Assurity Testmasters
H	2	5616053	Emerging Leaders
H	2	7034958	Outspoken Toastmasters
H	3	1361002	Advanced Wellington
H	3	1394512	Wellington Professional Toastmasters Club
H	3	5083988	Wadestown
H	3	6649859	Agile Toastmasters
H	4	963	Peninsula Presenters
H	4	7375	Cook Strait Club
H	4	9728	Island Bay Toastmasters Club
H	4	6509882	Newtown Toastmasters
H	5	1623	Karori Toastmasters Club
H	5	6879	Turbine Talkers Club
H	5	7827	Mount Victoria Toastmasters Club
H	5	2072534	Progressive Toastmasters Club
J	1	1679	Kapi Mana@Tawa
J	1	7525	Coastmasters Toastmasters Club
J	1	7868	Spinnaker Toastmasters Club
J	1	9572	Toastmasters Of Waikanae
J	1	980894	Porirua Central
J	1	5921304	Paekakariki Early Birds
J	2	7506	Ohariu Toastmasters Club
J	2	8373	Ngaio Toastmasters
J	2	8610	Newlands Toastmasters
J	2	4444924	Churton Park Toastmasters
J	2	5612124	Business Communication
J	3	2782	Upper Hutt Toastmasters Club
J	3	3199	Masterton Club
J	3	9964	WOW Club
J	3	4411268	Silverstream Toastmasters
J	4	3839	Hutt Valley Club
J	4	3931	Petone Toastmasters Club
J	4	7745	Hutt City Toastmasters
J	4	1111298	Wainuiomata Toastmasters
J	5	8851	Gracefield Toastmasters Club



J	5	1403250	Sunday Afternoon
J	5	2852186	Phoenix
J	5	4053223	Cup Cake Communicators

List correct at June 2019



Appendix 8 – D72 Past District Governors and Directors

- Past District Governor, Judith Bartlett, Distinguished Toastmaster, 1983 – 1984
- Past District Governor, Martin Miller, Distinguished Toastmaster, 1984 – 1985
- Past District Governor, David Gore, Distinguished Toastmaster, 1985 – 1986
- Past District Governor, Mary Walker, Distinguished Toastmaster, 1986 – 1987
- Past District Governor, Mark von Dadelszen, Distinguished Toastmaster, 1987 – 1988
- Past President's Distinguished District Governor, Chris Matthews, Distinguished Toastmaster, 1988 – 1989
- Past President's Distinguished District Governor, Len Jury, Distinguished Toastmaster, 1989 – 1990
- Past Distinguished District Governor, Russ Woods, Distinguished Toastmaster, 1990 – 1991
- Past President's Distinguished District Governor, Gael Deighton, Distinguished Toastmaster, 1991 – 1992
- Past Distinguished District Governor, Laurel Francis, Distinguished Toastmaster, 1993 – 1994
- Past Distinguished District Governor, Carl Horn, Distinguished Toastmaster, 1994 – 1995
- Past Select Distinguished District Governor, Glen Murphy, Distinguished Toastmaster, 1995 – 1996
- Past Select Distinguished District Governor, Leo Baxendale, Distinguished Toastmaster, 1996 – 1997
- Past President's Distinguished District Governor, Richard Logan, Distinguished Toastmaster, 1997 – 1998
- Past District Governor, Jenny Latta, Distinguished Toastmaster, 1998 – 1999
- Past District Governor, Joan Hook, Distinguished Toastmaster, 1999 – 2000
- Past District Governor, Robyn Murphy, Distinguished Toastmaster, 2000 – 2001
- Past Distinguished District Governor, Joy Ackrill, Distinguished Toastmaster, 2001 – 2002
- Past Distinguished District Governor, Warwick Lowndes , Distinguished Toastmaster, 2002 – 2003
- Past Distinguished District Governor, Ray Wolken , Distinguished Toastmaster, 2003 – 2004
- Past Distinguished District Governor, John Reimers , Distinguished Toastmaster, 2006 – 2007
- Past Distinguished District Governor, Geoff Trotter , Distinguished Toastmaster, 2007 – 2008
- Past Distinguished District Governor, Chrissy Meyer , Distinguished Toastmaster, 2008 – 2009
- Past District Governor, Alun Chisholm , Distinguished Toastmaster, 2009 – 2010
- Past District Governor, Denis J McCord , Distinguished Toastmaster, 2010 – 2011
- Past Distinguished District Governor, Steve Bullock , Distinguished Toastmaster, 2011-2012
- Past Distinguished District Governor, Murray Coutts, Distinguished Toastmaster, 2012 - 2013
- Past District Governor, Ellie Young, Distinguished Toastmaster, 2013 - 2014
- Past Distinguished District Governor, Kingsley Moody, Distinguished Toastmaster, 2014 - 2015
- Past Distinguished District Director, Carol Mitchell, Distinguished Toastmaster, 2015 - 2016
- Past District Director, David Templeman, Distinguished Toastmaster, 2016 - 2017
- Past District Director, Sarah Bate, Distinguished Toastmaster, 2017 - 2018
- Immediate Past District Director, Celina Templeman, Distinguished Toastmaster, 2018 – 2019

List correct at June 2019



Appendix 9 – D72 Conference Evaluation Forms



Toastmasters International District 72 Educational Session and Keynote Speaker Evaluation Form

Presenter's Name: _____ Day: _____

To help the speaker improve this presentation for the next audience, please complete this form and give it to the session chairperson or presenter before you leave.

Rating guide 1 2 3 4 5 6 7 8 9 10
 Fair Average Good Very Good Excellent

Content	Rating	Delivery	Rating	General	Rating
Definition of objectives		Use of body language		Value of handouts (if any)	
Relevance of the topic		Effective us of voice		Overall achievement of defined objectives	
Structure and organisation		Confidence of speaker		The value of the session to you	
Value of the ideas, facts, and logic		Use of appropriate language			
Use of humour		Effective use of visual aids			



Toastmasters International District 72 Educational Session and Keynote Speaker Evaluation Form

Presenter's Name: _____ Day: _____

To help the speaker improve this presentation for the next audience, please complete this form and give it to the session chairperson or presenter before you leave.

Rating guide 1 2 3 4 5 6 7 8 9 10
 Fair Average Good Very Good Excellent

Content	Rating	Delivery	Rating	General	Rating
Definition of objectives		Use of body language		Value of handouts (if any)	
Relevance of the topic		Effective us of voice		Overall achievement of defined objectives	
Structure and organisation		Confidence of speaker		The value of the session to you	
Value of the ideas, facts, and logic		Use of appropriate language			
Use of humour		Effective use of visual aids			



Please write specific commendations and recommendations

Commend

Recommend

General Comments

Please write specific commendations and recommendations

Commend

Recommend

General Comments



Appendix 10 - D72 Conference Awards

Award	Presented by / when	Determined by	Award Period	D72 Trophy	Duration Held	Personal Trophy	Notes
Distinguished Toastmaster	DD Opening Ceremony	TI	Open	No	N/A	TI plaque + medal	Member brings plaque to the Conference. DTM medals purchased by D72
TI Presidential Citation	Senior TI Rep	International President	Open	No	N/A	TI plaque	Provided by TI. No District 72 trophy
District 72 Citations	DD Opening Ceremony	DD	Current year	No	N/A	Trophy	
Terry Bellamy Trophy for the Outstanding Division Director of the Year	IPDD	IPDD	Previous TM year	Yes	1 year	TI Trophy	
Len Jury Trophy for the Outstanding Area Director of the Year	IPDD	IPDD	Previous TM year	Yes	1 year	TI Trophy	
Ken Haines Award for District Toastmaster of the Year	IPDD	IPDD	Previous TM year	Yes	1 year	TI Trophy	
Don Harden Memorial Trophy for the Most Outstanding Contribution to the Professionalism of Toastmasters in District 72	IPDD	IPDD	Previous TM year	Yes	1 year	Trophy	



District 72 Retention and Membership Award	IPDD	IPDD	Previous TM year	Yes	1 year	Banner ribbon	Ribbon for Division Banner
District 72 Anzac Trophy for service as a District Director	DD	Awarded to IPDD	Previous TM year	Yes	1 year	TI Trophy	
Club Leadership Excellence awards	IPDD	IPDD	Previous 3 years	No	N/A	Banner ribbon	
Distinguished Division Awards	IPDD	TI	Previous TM year	No	N/A	TI certificate + banner ribbon	Banner ribbon purchased by TI
Jack Duffy Memorial Rose Bowl for Community Service	PQD	DD, PQD, CGD, IPDD, PRM	Previous TM year	Yes	1 year	N/A	
Long Service Awards	CGD	CGD	Open	No	N/A	TI Plaque	

Appendix 11 - D72 Contest Awards

Award	Presented by / when	Determined by	Award Period	D72 Trophy	Duration held	Personal Trophy	Notes
All contests - 2nd place	PQD	2nd place getter	Current year	No	N/A	Certificate + TI silver medal	
All contests - 3rd place	PQD	3rd place getter	Current year	No	N/A	Certificate + TI silver medal	
All contests - participants	CC	Finalists	Current year	No	N/A	Certificate	
Table Topics Contest - Joy Ackrill Award	PQD	Contest winner	Current year	Yes	1 year	Certificate + TI gold medal	
Humorous Speech Contest	PQD	Contest winner	Current year	Yes	1 year	Certificate + TI gold medal	
International Speech Contest - Jolyon Firth / Bryan Buchanan Cup	PQD	Contest winner	Current year	Yes	1 year	Certificate + TI gold medal	
Evaluation Contest - Rob Hendry Cup	PQD	Contest winner	Current year	Yes	1 year	Certificate + TI gold medal	