

CLUB VISION EVENT COORDINATOR

Note: The resources referenced in this document can be found on the Visioning page of the District 6690 Web site: <http://rotary6690.org/our-clubs/visioning/>

Thank you for volunteering to be your club Vision Event Coordinator. This role is critical to the success of your Club's Vision session. While the District Vision Facilitation Team will come prepared with everything needed to conduct the session, you are the critical connection to the local club in getting information back and forth between club leadership and the district team, and for making all the day-of arrangements for the location, meal, etc. You will work closely with the District Vision Coordinator and the Facilitation Team Leader to make sure all the details are in place and we are prepared for a fruitful and meaningful session.

District Vision Chair is: Steve Sandbo, PDG District 6690

District Vision Coordinator is: Tricia Strahler, PP, Downtown Columbus Rotary

District Facilitation Team Leader: To Be Assigned

Email: DistrcitVision@gmail.com

Key duties of Club Vision Event Coordinator

- Working with District Coordinator to establish a date for your event.
- Working with club leadership to recruit participants for the event. See the Frequently Asked Question document on the District Web site for recommendations on participants.
- Providing the District Coordinator and Team Leader with a list of participants and their contact information 8 weeks prior to event. This is to confirm that the key leaders of your club are committed to this event and have it on their calendars. The participant sign up form can be found on the District Web site at the address listed above.
- Finding and reserving a location for the session. Setting up the room appropriately. There are specific set up requirements for these events. Please see the Room Set Up guide on the District site before reserving a room.
- Working with District Coordinator to make sure the pre-event questionnaire is completed by participants 2 weeks prior to event.
- Providing District Coordinator and Team Leader with Pre-Vision Event Club Profile 2 weeks prior to event.

- Making arrangements for a working meal for all participants, including the 4-6 district team members in attendance. It is recommended that box lunches be served, as they are easy to serve and easy to clean up. Other alternatives include foot-long subs or pizza. You should provide refreshments such as an assortment of water and soda – but it is important to understand that alcohol is not appropriate for this session.
- Arriving 30 minutes before the event starts to meet the Facilitation team, set the room up according to specifications, making sure there is a projector and it is working, etc. The scheduled start of the event is a hard start with a hard stop at no longer than 4 hours later so it is important this set up is done 30 minutes ahead of time.
- Confirming with District Facilitation Team Leader the final names of participants 1 week out. This may require you calling all participants to confirm their attendance. This confirmation of participants is critical to the Team's preparation activities.
- Providing District Facilitation Team Leader with name, address and directions for event location 4 weeks out.
- Night of: Monitoring meal set up delivery, etc.
- Clean up and secure room following event.