

Timing	Action	Lead Role	Notes	Done
12 Weeks Prior	Club Reaches Out to DVC to Schedule Event – Provide 2-3 potential dates -- Targeting 2 nd Tuesdays; 2 nd & 3 rd Thursdays of the Month	Club Visioning Coordinator & DVCoord.		
10 Weeks Prior	District Team Leader & Team Are Committed -- District Lead & Club Visioning Coordinator Are Connected Date Confirmed	DVChair	CC -- districtvision6690@gmail.com	
8 Weeks Prior	Club Participants Committed, Including AG Location Established Refer to Preparation Materials on District Vision page reviewed. www.Rotary6690.org/our-clubs/visioning	Club Visioning Coordinator, District Team Leader & AG		
4 Weeks Prior	Online Survey Distributed to ALL Club Members	DVCoord. & Club Visioning Coordinator	CC- District Team Leader & AG	
4 Weeks Prior	Confirm Club's Review of FAQs, Room Set Up, Projector/Laptop Needs, Meal Arrangements, Pre-Session Club Profile Completed, Event Location Address	Club Visioning Coordinator & District Team Leader & AG		

2 Weeks Prior	Survey Results Provided	DVCoord.	Sent to District Team Leader Team Leader provides results to Club Coordinator and AG. Responsible for analyzing and assuring summary during event.	
Day of Event	Club Vision Coordinator & District Facilitation Team Arrive 30 Minutes Prior to Event for Set Up	Club Visioning Coordinator & District Team Leader & AG	HARD START 30 minutes later.	
Day of Event	Determine who is responsible for collecting Wall Chart Summaries into Spreadsheet – Use Form Provided by District Coordinator.	District Team Leader & AG		
Day After Event	Send Next Steps Materials to District Team Lead who forwards to Club Vision Coordinator and AG.	DVCoord.		
7 Days After Event	Completed Wall Chart Summaries sent to District Governor	Club Visioning Champion	Send directly to DG, DGE, AG	

Roles:

DVChair: Steve Sandbo

DVCoord: Tricia Strahler

AG: Assigned Per Club

District Team Leader: Assigned Per Club by DVChair

Club Vision Coordinator: Assigned By Club to Coordinate Details With District Team Leader