

Governor's Visit Information Sheet 2018-2019

Submit the *Governor's Visit Information Sheet* and the *Division Recognition Sheet* at least **one** month prior to any visit to your division by email to **both** Official Visit Chair Patti Barsotti and Governor Rocci Barsotti:

Rocci Barsotti
P.O. Box 96 Concord, CA 94519
E-mail: roccibarsotti@yahoo.com
Cell: 925-285-2225

Patti Barsotti
P.O. Box 96, Concord, CA 94519
E-mail: patti@pattibarsotti.org
Work: 925-457-5509 Cell: 925-285-9636

From: Lt. Governor _____ Division: _____

Contact Person: _____ Phone: _____

Event: Governor's Official Visit New Club Charter
 Installation Special Guest Event

Date of Event: _____ City: _____

Transportation: Please advise if you will drive or come by air. If you come by air you will be picked up at _____ Airport by _____
(____) _____ at (time) _____.

Housing: A room has been reserved in the name of **Rocci Barsotti** and paid for in advance (pre-paid) and a **PAID RECEIPT has been mailed or emailed to Rocci!**

Name of Hotel/Motel _____

Address _____

Phone _____ Confirmation # _____

A map is enclosed to guide you.

Meeting with Club Presidents: Meeting with club presidents will be held at (time) _____
at (place) _____.

Social Hour: Social Hour will be from (time) _____ to _____
at (place) _____.

Meal and Program: Meal and Program will begin at _____ and be held at
(place) _____.

Governor's Speech: Request the following accomplishments by clubs or individuals be recognized in your presentation (see next page).

Presentation of Awards: DSA CSA Dunlap Hixson Zellar

A copy (or draft copy) of the agenda is enclosed.

Attire: formal business business casual casual

Information for Governor's Official Visit – Division Recognition

(To be sent to Governor Rocci, and First Lady Patti via emails above, along with the *Governor's Visit Information Sheet* at least one month prior to any visit to your division)

Lt. Governor _____ Division _____

1. Who are the senior members and/or leaders of the clubs in your division?

A. _____ E. _____

B. _____ F. _____

C. _____ G. _____

D. _____ H. _____

2. What are the signature projects for the clubs in your division?

A. _____

B. _____

C. _____

D. _____

3. What are the most significant membership events of the clubs in your division?

A. _____

B. _____

C. _____

D. _____

4. Be sure to provide at least one hour for the Governor to meet with your club presidents.

This meeting should be in a room separate from both the meal function and/or social hour. At the president's meeting, the Governor will give a brief report so specific questions can be asked by the club presidents who are present.

5. **Be sure to send the Governor complete information about the official visit - including a clear map showing location of motels/hotels, official program times, names and any special information.**