

# Governor's Official Visit

## Function

- Greatest opportunity for a membership event
- Time to celebrate your clubs' accomplishments
- Time to recognize your members
- Membership recruitment tool as well

## Composition

- Start planning early
  - Name a chair for the event, and work with that individual to arrange the details as you would like them
  - Committee assignments should be delegated
    - ✓ Decorations & room setup
    - ✓ Printed Programs
    - ✓ Name Tags and Place Cards
    - ✓ Food Service, if applicable
    - ✓ Sound System, if necessary
    - ✓ Publicity/News Release
    - ✓ Sign-In Table and Tickets
    - ✓ Clean Up
- Honor new members and/or induct new members at the event
- Invite guests to join
- Provide information to support the District & International Foundations:
  - Community Service Awards (CSA's) could be presented to community members
  - Distinguished Service Awards (DSA's) to be presented by clubs to recipients
  - Other recognition or support opportunities
- Observe proper Kiwanis protocol
- Reserve facility large enough to accommodate anticipated attendance, and have a separate room for the president's meeting with the Governor
- Plan a menu that is reasonably priced. The Governor and First Lady prefer to be served beef, chicken or fish. If none of those are being served, the Governor and First Lady prefer a salad. Beyond this preference, the Governor and First Lady have no special dietary needs or food allergies, other than dairy sensitivity (we avoid products which are predominately dairy (ice cream, cream sauces, etc).
- Reserve and **pay for** non-smoking accommodations for the Governor and First Lady. Please place reservation under Rocci Barsotti's name. Email or mail a copy of paid receipt to the Governor at [roccibarsotti@yahoo.com](mailto:roccibarsotti@yahoo.com) and First Lady at [patti@pattibarsotti.org](mailto:patti@pattibarsotti.org). Email preferred, Mailing address P.O. Box 96, Concord, CA 94519.
- Determine whether the Governor is driving or coming by air. If by air, arrange for transportation to and from the airport, and during the entire visit.
- Send invitations to all clubs, Past District Officers and active members of the division
- Send Governor's Information Sheet **with a map to the hotel and the meeting place** at least 4-6 weeks before the visit to the Governor same emails as above.
- Verify all arrangements one week prior to Governor's Visit

## Summary

- Make sure it is a fun event
- Keep program brief as possible but do not rush program
- Rocci and Patti look forward to meeting with you and visiting with your Division