

Governor's Visit Information Sheet 2016-2017

Submit the *Governor's Visit Information Sheet* and the *Division Recognition Sheet* at least **one** month prior to any visit to your division to **both** Official Visit Chair Ann Isaacs and Governor Pete Edwards:

Ann Isaacs
5371 Monalee Way, Sacramento, CA 95819
E-mail: annisaacs1@att.net
Cell: 916-261-7270 Fax: 916-737-2831

Pete Edwards
1121 Silver Oak Ct, San Jose, CA 95120
E-mail: pete@lawsedwards.com
Work: 408-723-8200

From: Lt. Governor _____ Division: _____

Contact Person: _____ Phone: _____

Event: Governor's Official Visit New Club Charter
 Installation Other

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 **Pete Edwards** and paid for in advance (pre-paid) and a **PAID RECEIPT has been faxed or emailed to Pete!**

Name of Hotel/Motel _____

Address _____

Phone _____ **Confirmation #** _____

A map is enclosed to guide you.

Meeting with Club Presidents and Partners: Meeting with club presidents and partners will be 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 Dunlap Hixson

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 Pete, along with the *Governor's Visit Information Sheet* at least one month prior to any visit in 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 most significant service projects of the clubs in your division?

- A. _____
- B. _____
- C. _____
- D. _____

3. What are the most significant fund raising projects of the clubs in your division?

- A. _____
- B. _____
- C. _____
- D. _____

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

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.**