

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

Section 1:

From: Lt. Governor _____ Division: _____

Contact Person: _____ Phone: _____

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

Date of Event: _____ City: _____

Section 2:

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