

Demotion Party – Standard Operating Procedure

1. Set date (end of June)
 - a. Ideal: Last Tuesday in June (dark during the day)
 - b. check date w George
2. Mike at Miralgia caterers (Rotarian: always gives good deal and great food) easy to work with...
 - a. 510 483 9210, mike@cateringandmore.com
 - b. George supplies wine
 - c. buy and bring water and soft drinks (not everyone drinks wine)
3. Invite (well in advance) incoming District Governor and Past Dist. Gov. for installation of board and officers.
4. New Board (who are they) be sure they attend
 - a. Pins for new board members (order from Russell Hampton or any RI source (web)
5. New Officers (new treasurer and pres. elect after Cliff...)
 - a. Pins for Pres, Pres. Elect Sec and Treas.
 - b. Past pres. pin for Dick (I will order blue badge that says past pres.)
6. Theme and skit (to be determined by past president's committee)
 - a. Call a meeting of past presidents (bring beer, soft drinks and light refreshments)
 - b. Assign tasks
 - c. Collect stories from wife or others to use during skit/roast and incorporate into theme.
 - d. Develop program
7. Banner (if necessary)
 - a. Ben (as soon as possible) his prices are very reasonable and often he donates.
8. Display of photos (see Bruce for copies) of highlights of this year's meetings and events
 - a. Place on easel at sign in table
9. Fliers and email to members about date/time/ cost (usually about \$40.00)
 - a. Let members know if you want participation or special dress code etc.
10. Get name from Prez to engrave on Goe Award.
11. Flowers for spouse.

EXAMPLE

Demotion of Dick Short – 2007-08

Bernie Kempen called the first Demotion meeting tonight and here are the notes:

NEXT MEETING: June 3rd – 6:30PM at Bernie's Office

June 10th -6:30PM at Bernie's Office

1. THEME: "Animal Quackers" or "If it walks like a duck....."
2. DATE: June 24th – 6PM at Chouinard Winery
3. COST: \$45/person
4. FOOD: Bernie to handle with Miraglia
5. BEVERAGES: George C to provide vino; KJ to bring water and sodas.
6. DECOR: Bernie and KJ have ducks a plenty.
7. INVITATIONS: Dwight to invite district poobahs. Cliff to invite club.
8. BANNER: Bernie to handle
9. PHOTO DISPLAY: Bernie to talk to Dick's wife and invite her and the family and get photos and stories.
10. PINS & PLAQUE: KJ to order.
11. FLOWERS: Cliff to order for Mrs. Short.
12. RECOGNITION: Bernie to talk to Dick about thanking his board and the John Goe Award. Bernie will order new plate for John Goe Award.
13. TIME LINE:
 - a. 6PM Fellowship
 - b. 6:30 Bernie to announce dinner
 - c. 7:15 Bernie to call group to order

1. Bernie to introduce District reps

2. Bernie to introduce Mrs. Short and family and present flowers to Mrs. Short and thank her.

- d. 7:30 Program:

- e. 7:45 Dick thanks outgoing board and presents John Goe Award

- f. 7:50 Installation of new officers

- g. 8:00 Cliff to make closing remarks

14. THE FUN STUFF:

- a. Need to acknowledge achievements;

1. Great programs

2. New members

3. Successful BBQ fundraiser

4. Best ever Chili Cook Off

5. Great Parade

6. Belize project

- b. Duck theme:

1. Dress Dick as a “Quack” in a white lab coat with doctor stuff. Put sign on his back “QUACK”

2. Have someone on one side of the stage read the “Farmers Almanac” throughout the skit. Make a large book showing audience “Farmer’s Almanac”

3. Have Past Pres’s comment on Nuclear Defense and NATO. Make 6-8 duck jokes.

4. Do duck calling – do duck calls to the Hello song.

5. Describe types of ducks. Follow the leader duck.

6. Give audience duck calls and quackers and duck crackers.

See you at the next meeting so we can finalize this wonderful opportunity.