



## Rotary District 5010

### Visioning: Club Facilitation Details

(For Club Coordinator)

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1. **Desired Number of Participants:** 10- 20 (25 maximum) members, based on the size of your club, including past and future Presidents and board members. **PLEASE** ask your members to be on time as the process is sequential...thank you.
2. **Typical Facilitation Time-line: 4:30 (set-up) to 8:00 (conclusion)**  
Participant **club members arrive by 5:15** to begin by 5:30 and can expect to conclude around 8:00.
3. **Room Set-up:**  
U – Shaped set-up of tables and chairs facing a screen with an easel on either side of the screen. Water and glasses on the tables as well. Please allow enough room along the wall of one of the rows of chairs to allow for 20-30 sheets of easel paper to be hung on the wall for the exercises.
4. **Food Buffet/Box Supper:** Starts at 5:00 with all participants seated and eating by 5:15.
5. **Needs List:**
  - Provided by Participating Club**
    - Meals for all attendees and facilitators...we suggest a box supper or a light buffet sandwich line to expedite food service and minimize clean-up.  
**NOTE:** Although alcoholic beverages add to the evening, our experience indicates it extends the timing for the event well beyond our suggested timeline for all participants and facilitators.
    - Table name cards with attendee names printed large on the cards
    - 2 full sized **Post-It** Easel Pads
    - Projector and Screen
    - Ext. Cord w/ multiple plug in
    - Pens for each participant
  - Provided by Facilitators**
    - Rotary Club Survey for completion by all club members prior to facilitation via Survey Monkey
    - Visioning Exercise for completion by participants prior to facilitation
    - Lap-top with PowerPoint Presentation on it
    - 500 – Color Code Label Dots (3/4” in diameter sized) – Blue (24 x # participants)
    - 75– Color Code Label Dots (3/4” in diameter sized) – Red (3 x # participants)
    - Variety of blunt “permanent” Colored Markers
    - 2 easels
6. **Cost to the Participating Club:**  
Participating clubs are asked to provide lodging (home hosting is great or perhaps a contribution from your local hotel) for the visiting Vision Facilitation Team. To help with transportation and other costs incurred by District, a flat fee of \$200 is also requested from each participating club. If your club is unable to pay the flat fee, please contact the Visioning Team. We do not wish for cost to be a hinderance in having a session.
7. **Vision Facilitation Coordinator: Kim Erickson or Cathie Straub**  
[Kim.erickson@greatlandlaser.com](mailto:Kim.erickson@greatlandlaser.com) (cell 907-223-8385) or [Cathie@apcm.net](mailto:Cathie@apcm.net) (cell 907-360-1266)

### Timeline and Club To Do's

## **Time Line for Event:**

1. The Rotary Club will identify a “*Club Coordinator*” that will coordinate the event.
2. The District Vision Facilitation Team Coordinator will establish contact with the Club Coordinator to **set the date for the facilitation event.**
3. Rotary Vision Facilitation – Club Needs and FAQ documents **emailed 30+ days** prior to the event to the Club Coordinator to understand the process and determine the timing of the event.
4. Club is encouraged to have Rotary Club Central as up to date as possible before the Event. At least **1-week** prior to the event, club statistics from Rotary Club Central are downloaded by the Club Coordinator and sent to the Facilitation Team Coordinator.
5. The Club Coordinator emails a link to the Rotary Club Survey (provided by the Facilitation Team Coordinator) to all club members **10+ days** preceding facilitation.
6. Rotary Club Survey results are summarized by the Facilitator Team Coordinator.
7. Rotary Visioning Homework is provided to the Club Coordinator to email out **4 to 5 days** in advance of the visioning session for participants to complete in preparation for the event.
8. The Club Coordinator will supply Vision Team Coordinator with details and directions to the site of the facilitation at least **1-week** prior to the Vision event to distribute to facilitators.
9. **The Event – Preparation:** The Club Coordinator will have the room set up, food procured and the list of facilitation “tools” ready for the facilitation team’s arrival.
10. **The Event – Timeline:**
  - 4:30 – 5:00 Arrival of facilitation team and set-up
  - 5:15 – 5:30 Arrival of participants; seated with meal and table tents in place
  - 5:30 – 5:40 Introduction of Facilitation Team. Group intro of Rotary club members (*time in Rotary; current/past roles in Rotary*); review rules of the Facilitation
  - 5:40 – 5:55 PowerPoint (while everyone is eating); **results from electronic survey**
  - 5:55 – 6:00 Clean-up meal mess/bathroom break
  - 6:00 – 7:00 Extract ideas from Vision Exercise completed by participants prior to event
  - 7:00 – 7:15 Round 1 - Dot prioritization on ideas under Vision 10 topics (*24 Blue Dots*)  
  
*Break when Round 1 of voting is completed*  
  
Round 2 - Dot prioritization for top three ideas-set strategic priorities (*3 Red Dots*)
  - 7:15 – 7:55 Select top **3** strategic priorities. For each priority: identify tactics and actions; assign ownership, timeframe, and resources to implement
  - 7:55 – 8:00 Wrap-up, feedback survey, thank you