**ROTARY VISION FACILITATION**

**Club Needs**

**Event Coordinator**

The club should select an Event Coordinator that works with the facilitation team leader to coordinate all arrangements.

**Room Size and Setup**

Room size is import as you plan for this activity. Club members will be actively involved in the prioritization of ideas so the need is for a room large enough to allow for movement of Rotarians around the perimeter without any obstruction. There should also be plenty of unobstructed wall space to allow posting of 30-60 flip chart pages.

A U shaped setup with a screen placed at the front of the room. Space should be left for an easel to be placed on each side of the screen. A 6’ table in front for projector and material. The Setup should be large enough so no more than two people are seated at a table.

The room should be available to the facilitation team **1hour** prior to the start time.

**Meal**

Meals for all attendees and facilitators…. we suggest a box supper or a light sandwich line buffet to expedite food service. **No alcohol should be served.**

**Cost**

Cost to the club is **$50** to cover the cost of the material. A check payable to District 5060 should be available at the time of the event.

**Club Participation**

Participants should represent a good cross section of you club membership and leadership with a minimum 12 and a maximum of 25 participants.