

Club “Visioning” Planning Guide

Attendees

Club members to participate (25 – 30 members max.)

- Club President
- Club President-Elect and President-Nominee, if chosen
- Board Members and Committee Chairs
- “Veteran Members” – Those who have been around for a while and actively work within the club.
- New Members – latest group of Red Badgers
- “Quiet Members” – Those who don’t say a whole lot!

Arrangements

Establish date and time

Best to have 4 hours to include breaks and meal.

Room

- Arrange tables in 'U' shape so club members sit on outside and facilitators can move inside the 'U'.
- Extra table for food/refreshments in the room
- Extra table with power outlet to set up projector and laptop
- Extra table off to one side with 4 chairs for facilitators
- As much “bare wall” space as possible to place Post-It sheets from exercise

Supplies Checklist

- Table with power for laptop and projector
- Projection screen
- 2 easels to hold 25” x 30” Post-It pads
- Cardstock for “table tent name cards” (or copy paper—fold in thirds lengthwise forming triangle tent). Names should be facing center of “U” for facilitators to view.
- Pens for those participants who may need one
- Extension cord, power strip
- Masking Tape

