

Internal Agenda for Facilitation Team

Please fill in and send to District Vision Facilitation Coordinator after event
2013

	<u>Activity</u>	<u>Who</u> (Add names)	<u>Actual Time</u> (Timekeeper)
4:15-5:00	Preparation-cut up dot sheets (34 blue-33 red) set up room (PowerPoint, etc)	Team	
5:00-5:15	Welcome participants, give name cards, Start meal		
5:15-5:20	Introduction of event by Club Coordinator Self intros of Facilitation Team:	Team	
5:20-5:25	Opening statement/introduction		
5:25-5:35	Introduction of Rotary club members (name, yrs. in Rotary, leadership roles)		
5:35-5:40	Clean up from meal (break eliminated)	ALL	
5:40-5:55	PowerPoint presentation (Pictures)		
5:55-6:00	Introduce Writing Exercise (Pictures)		
6:00-6:30	Rotarians fill out Vision Writing Exercise	Club	
6:30-6:35	Stretch Break in place	All	
6:35-7:40	Extraction from Vision Exercise onto sheets		
7:40-7:45	Break	Club	
	(Cross out redundant statements, move elements in wrong categories if very evident.	Team	
7:45-8:15	Round 1 - BLUE dot prioritization (Ask them to move clockwise.)		
	Prep sheets for round 2 Round 2 - RED DOTS (0 dots membership)		
8:15-8:25	Add up blue and red dots for each item	Team	
8:25-8:40	Synthesize key observations about club Club Action Plan & assignments Hand out evaluation forms		
8:40-8:45	Close with summary and team observations	Team	
	Take down wall sheets after the Close		

Attendees: _____ **Club members:** _____ **New Champion** _____