

Lead Facilitator Responsibilities – Sanford-Springvale
Rotary District 7780

Minimum 15 days before the scheduled event

1. Contact Club Coordinator to determine location and expected number of participants.
2. Describe room requirements for wide “U” table arrangement with sufficient space to comfortably walk around chairs.
3. Confirm Club will provide two sturdy easels for Team to use.
4. Confirm Club will provide LCD projector and screen for Team to use.
5. Answer any questions that Club Coordinator may have.

Minimum 14 days before the scheduled event

1. Contact other Vision Facilitation Team members and determine preferences, if any, for their roles.
2. Assign Team member roles. Review and reference Tab 3 in the Facilitator Manual.
3. Agree on car pool logistics and arrival time at location to set up (recommend one hour before event). Use the car pool as an opportunity to brief / debrief the Team.
4. Check Google Maps and / or GPS to confirm event location.
5. Review the club’s website to gather important information on club strengths and challenges.
6. Determine who will bring the supply kit and make copies of the writing exercise.
7. Determine who will bring the laptop with PowerPoint presentation.
8. Agree on the dress code (business casual recommended) and use of badges or not.
9. Develop the internal agenda and distribute to the Team. Ensure everyone understands.
10. Prepare a setup assignments list for facilitators
11. Consider a practice session, especially for the PowerPoint presenter. (Recommended minimum three times practice giving the presentation out loud.)
12. Distribute the Rotary Vision Questionnaire (RVQ) to the Team. Bring copy to event.
13. Ask club president what to do about identifying club champion, explaining the role and the importance of thinking before the visioning event about who should play this role.

Minimum 4 days before the scheduled event

1. Reconfirm arrangements with Club Coordinator
2. Reconfirm arrangements with Team members
3. Anticipate and answer any questions.

One hour before the scheduled event

1. Arrange tables, chairs and wall hangings so that the room is suitable for the event.
2. Assign tasks to Team members so that all is ready before participants arrive.

At the end of the event

1. Ensure that the Club Action Plan is agreed.
2. Distribute copy of wall chart summary workbook to Club volunteer.
3. Offer any tools in Tab 4 of the Facilitator Manual that the Club may need.
4. Give Club President and Coordinator a copy of the RVQ.
5. Issue Club Evaluation form if desired.
6. Compile Team comments and send to District Vision Coordinator with the number of participants and the number of Club members.

Other follow up?

One year after the event

1. Advise District Vision Facilitation Chair if available to participate in annual review.