**Calendar**

Feb. 11, 2017 - PETS Orientation.

* Schedule of DG visits distributed to Presidents’ Elect for review.
* PE’s provide feedback to DGE Reed if there is a schedule conflict or other issue with the proposed date.

March 3-5, - President Elect Training Seminar (PETS)

* Updated Schedule of DG visits distributed to Presidents’ Elect for review.
* Last chance to make changes in published DG visit schedule.
* Protocol for DG Visit distributed to Presidents’ Elect

March 30, 2017 – Club President.

* Schedules 2017-18 DG Visit on Club Meeting Calendar, consulting with the Club Administrator, Secretary, or others as needed.

March 30, 2017 - DG Visit Schedule published on District Website by District Administrative Assistant.

June 2017 - DG Visit Schedule published in District Directory.

**2** to 3 weeks before DG Visit

* Reminder of DG visit sent by District Administrative Assistant to Club President, Club Secretary, Club Liaison, and Assistant Governor with copy to District Governor.
* Assistant Governor Confirms visit with Club President, and with District Governor.
* Club President:
	+ Confirms with the Club that the DG visit is scheduled on the club meeting calendar
	+ Notifies District Administrative Assistant, Colleen Kalscheuer, and his/her Assistant Governor and District Governor that visit is scheduled. district6270@gmail.com
	+ Sends District Governor a list of 3 to 4 great service/humanitarian projects done by the club within the past 3 years. Jreed6270@gmail.com
	+ Arranges for District Governor to meet with Club Board.
	+ Arranges for District Governor to Visit a Club Service Project the day of the visit. (if possible)
* Informs the District Governor of any awards to be presented at the Club Meeting – e.g., Paul Harris, Student of the Month, etc.
* A press kit will be sent to club president, including the template for a Press Release / Public Image Release. It will include information about the DG Visit, Key Messages. It will also contain a section to describe the DG visit to the Club’s Service Project.

**Visit Day**

Club Meeting.

District Governor addresses the Club during regularly scheduled Club Meeting. The Governor is “The Program/Speaker” on this date.

* Priorities DG visit are celebration and information sharing – Rotarians should be excited about Rotary and their Club.
* If Paul Harris or other awards are to be presented, include the District Governor in the Presentation.
1. Club President in 3 to 5 minutes showcases / tells District Governor about several great projects of the club and why the club is a great club. Brag a bit. (Max 5 min)
2. Club President Introduces the Assistant Governor. (Max 1 min)
3. Assistant Governor introduces the District Governor. (Max 2 min)
4. District Governor addresses the club. (15 min. + Questions 5 min.)

Board Meeting

* District Governor meets with the Club Board (45 to 60 min.)
* Purposes: a) Discuss strengths / weaknesses of club (club health), b) discuss any assistance the club may need from the District, any projects or partnerships in which the club is interested, c) ask questions.

Service Project Tour

* District Govern visits one club service project with the Club President or his delegate, and other members of the Club Board, or the project coordinating team.

**Scheduling of Visit:**

* If the meeting is a **breakfast** meeting.
	+ Order of events: Club Meeting 🡺Board Meeting 🡺 Service Project Tour
* If the meeting is a **lunch** meeting.
	+ Order of events: Board Meeting🡺 Club Meeting 🡺 Service Project Tour
* If the meeting is an **evening** meeting.
	+ Order of events: Service Project Tour 🡺 Board Meeting🡺 Club Meeting

**Public Relations / Public Image and Follow-Up:**

* BEFORE: Approximately two (2) to three (3) weeks prior to the District Governor Visit, you will receive the template for a Press Release. It will include information about the DG Visit, Key Messages.
* BEFORE: The Club should arrange for a photographer to take pictures at both the Club Visit/Presentation, and the Service Project Tour.
* DURING: Take Pictures and Make Notes.
* AFTER: The Club should complete the Press Release with information on date/time, project visited, key messages, etc.
* AFTER: Pictures of the visit should be included with the release: a) Sent to the media with the release, b) sent to the District Governor, and c) sent to the D6270 Administrative Assistant, Colleen Kalscheuer.
* AFTER: Pictures of the club visit and service project visit, along with a brief story, should be published on the Club’s Facebook Page or Web page.

Other Follow-up:

* Follow-up as needed.

If you have any questions, let us know.

***Jeff Reed***, District Governor, 2017-18