



The Governor’s Visit 2018-2019 – The Assistant Governor’s Checklist

This should be one of the highlights for you as an AG and your area clubs. In order for this to happen it will take timely planning and follow through.

- 1. Visit the club prior to the Governor’s visit
 - a. ___ Visit the clubs you serve four weeks prior to the Governor’s visit.
 - b. ___ Recommend the club president meets with his/her officers, directors, and committee chairs two weeks prior to the Governor’s visit.
 - c. ___ Make sure they are prepared and have their plan.
 - d. ___ Urge the wearing of their name badges for identification during the Governor’s visit.
 - e. ___ Mention the courtesies extended to the Governor.
 - f. ___ Work with the District Governor or District Secretary to make sure arrangements (such as lodging) have been made.
 - g. ___ Provide the club president with a copy of (1) “DG Visit Protocol” and (2) “Preparation for DG Andy Hagan’s Board Visit.”

- 2. Discuss with the visiting club president about providing the Governor with some area activities of interest if there is time afforded.
 - a. ___ Make sure the District Governor and District Secretary are notified in advance if activities are entertained.

- 3. Meet again with the visiting club one week prior to the Governor’s visit.
 - a. ___ Discuss the Governor’s visit.
 - b. ___ Recheck all plans and arrangements.
 - c. ___ Notify the District Secretary and the Governor of any changes.
