

**The Governor’s Visit 2024-2025 – 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 Governor’s Chief of Staff 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 Board Visit.”

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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 Governor’s Chief of Staff and the Governor are notified in advance if activities are entertained.

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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 Governor’s Chief of Staff and the Governor of any changes.

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