

District Visit Checklist

For an International Officer/Director Visit

Visiting Officer/Director _____

Dates of Visit _____

Each district within a region will receive one visit by either the International President or an international director either at the fall or spring district conference each district year. This visit is scheduled in advance by the international director and approved by the International President. The district is then notified of the visit.

As you prepare for the visit, use this handy checklist:

Contact the officer/director at least six weeks prior to the visit.

Date of conference: _____

Hotel where the conference is to be held:

Name _____

Address _____

E-mail _____

Phone No. _____ Fax No. _____

Reservations made by: District Officer/Director

Confirmation No. _____

Hotel Room comped: Yes No

Registration for conference

Be sure to send registration information to the officer/director as soon as possible. Inform the officer/director if registration will be:

Comped by district Paid by officer/director

Date form mailed to officer/director: _____

Will spouse be accompanying officer/director? Yes No

If yes, spouse's name: _____

Your district may want to use the officer/director to visit corporations and community groups to market Toastmasters. The officer/director may be able to make the visits during his/her usual two-day stay. However, if your district is able to arrange at least five appointments, the officer/director may be able to arrive a day early to make the visit.

Does this visit include at least five corporate/community visits that requires the officer/director to be in attendance an additional day? Yes No

Received confirmation from officer/director: _____

Received marketing materials from World Headquarters: _____

Presentations the officer / director will make at the conference. Complete all that apply:

During an official visit, the district must provide the officer / director with time on the main luncheon or dinner program to deliver a motivational address or to provide a keynote address to the full assembly. When possible, the district also should use the officer / director as a seminar presenter in an educational session that is not concurrent with any other sessions.

The officer / director will advise you of his/her topic/title for each session.

Main Luncheon Address

Day, Date, Time and Length: _____

Topic / Title: _____

Main Dinner Address

Day, Date, Time and Length: _____

Topic / Title: _____

Keynote Address

Day, Date, Time and Length: _____

Topic / Title: _____

Will officer / director have Handouts Visuals Other materials

Will he / she need: Copies Data projector

Other needs: _____

Educational Seminar

Day, Date, Time and Length: _____

Topic / Title: _____

Will officer / director have Handouts Visuals Other materials

Will he / she need: Copies Data projector

Other needs: _____

Other

Day, Date, Time and Length: _____

Topic / Title: _____

Will officer / director have Handouts Visuals Other materials

Will he / she need: Copies Data projector

Other needs: _____

Media Opportunities

Whenever possible, arrange radio, television or newspaper interviews for the visiting officer / director. We encourage you to read *Tips for Getting Your Story On the Air* and *The News Release – How and When To Use It* contained in the Publicity Pack. If these can be arranged, complete the following and notify the officer / director of the appointments:

Type: Radio Television Newspaper

Day, Date: _____

Time, Duration: _____

Location / Name: _____

Contact: _____

Content Synopsis: _____

Type: Radio Television Newspaper

Day, Date: _____

Time, Duration: _____

Location / Name: _____

Contact: _____

Content Synopsis: _____

Type: Radio Television Newspaper

Day, Date: _____

Time, Duration: _____

Location / Name: _____

Contact: _____

Content Synopsis: _____

Type: Radio Television Newspaper

Day, Date: _____

Time, Duration: _____

Location / Name: _____

Contact: _____

Content Synopsis: _____

Seating

During luncheons and dinners, the officer/director should be seated at the head table. Indicate the seating arrangements for each event. Be sure to advise the officer/director where he/she will be seated at each event.

Head Table at Luncheons / Dinners (list event(s)):

Reserved Seating (list event(s)):

Wearing Apparel

Advise the officer/director if:

Formal wear/tuxedo needed for banquet? Yes No

Any special costumes/wearing apparel needed (for example, if the district is having a special fun night or event)? Yes No

If yes, list special needs: _____

Presentations

You may want to take advantage of the officer's/director's visit and have him/her make special presentations during the district conference:

Speech Contest Awards Yes No

Other Awards/Presentations/Details: _____

Participation in any other events not listed?

After the Conference

Just as you do, officers and directors devote considerable time and energy to the organization. They do not expect any remuneration for the visit, but don't let them get away without publicly acknowledging your appreciation of their contribution to your program. A follow-up letter is always a nice gesture that makes a lasting impression.

If you have any questions regarding the officer/director visit, please call World Headquarters.