

# Rotary Club Requirements for a Club Visioning Event

As the Club Vision Event Coordinator for the vision session facilitated by trained District Rotarians, your Rotary Club is expected to provide the following:

1. A suitable meeting room: With a U-shaped set-up of tables and chairs facing a screen and an easel on either side. Water and glasses on the tables as well. Please allow enough room along the walls to allow for at least 30 sheets of easel paper (wall charts) to be hung on the walls for the exercises.

2. Participation of 15 – 20 (is the ideal, with 30 maximum) club members including past and future Presidents, board members and a representation of the club membership from the newest to the most tenured.

**Please ask your members to be on time and plan to stay thorough the entire process as it is sequential.**

We recommend that alcohol not be served.

3. Food buffet/box lunch or supper for all attendees and facilitators. We suggest a box lunch/supper or a light buffet line to expedite food service and minimize clean-up.

Please note that while members are eating, the facilitators are presenting, so the meal must be quick and easy to serve and tidy up.

4. Additional items:

a. 20-25 table name cards **with attendees' names printed large on the cards 9 (or can be blank for hand-printing)**

b. Two sturdy flip chart stands with full sized Post-It easel pads (for wall charts).

The best wall chart-post-its are 3M brand because they stick to any surface and hold. Look for: 3M post-its 559 plain white or 560 white w/faint blue lines – full size = 2.5 ft X 2.08 ft (Don't get the table top smaller size)

c. Minimum 800: Color coded label dots (3/4" in diameter sized)—dark blue

d. Minimum 800: Color coded label dots (3/4" in diameter sized)—red

Please note: this size is very important; dots that are smaller than this will not work.

*The best product is: Avery 05466 (T5466) Color Coding Labels – ¾" round dots in red and blue (1 package each of 1,008) or Office Depot ¾" Color Coding Labels-Round dots in red and dark blue (1 package each of 1,008)*

e. Variety of blunt tip colored markers, at least 5 being dark colors

f. Scissors (Needed to cut the dots)

g. Pens for filling in the Writing exercise, one for each participant

h. Roll of blue painter's masking tape

i. Copies of the Writing Exercise for each participant in a closed envelope; not to be shared with participants prior to the event