**Rotary Club Requirements for Club Visioning Event**

Revised June 24, 2016

**For the vision session facilitated by trained District 6110 Rotarians, your Rotary Club is expected to provide or execute the following:**

1. Appoint a club member as the **Club Vision Event Coordinator!!!!**
2. Send a check for **$200** payable to District 6110. 8209 E. 63rd Place, Tulsa, OK 74133
3. Complete the pre-vision session club profile and return to Vision Facilitator at least **2** weeks prior to your event.
4. Complete Rotary Vision Questionnaires (RVQ’s) in a Survey Monkey instrument that will be sent via email to all club members abut 2-1/2 weeks before your session. (If you have a large number of members without email addresses, please advise the District Vision Facilitator so that an alternate opportunity to respond can be provided them.)
5. A suitable meeting room: U-shaped set-up of tables and chairs facing a screen with an easel on either side of the screen. Water, coffee, soft drinks available for the attendees. Please allow enough room along the walls behind the chairs to allow for 20 – 30 sheets of easel paper (wall charts) to be hung on the wall for the exercises.
6. Participation of 15 – 25 (ideal) with 30 the maximum club members including past and future Presidents, board members and a representation of the club from the newest to the most tenured. **Please note: If you do not have a minimum of 12 confirmed attendees, the facilitators will not be able to conduct the event.**
7. Please advise your members to be ON TIME and plan to stay through the entire process as it is sequential...thank you!
8. Dinner for all attendees and facilitators. We suggest a box supper or a light buffet sandwich line to expedite food service and minimize clean-up. *We recommend that alcohol NOT be served until the conclusion.*
9. Please note that while members are eating, the facilitators are presenting. That means the meal must be quick and easy to serve and tidy up.
10. A laptop computer, projector and screen. If one is not available, please advise and the team will provide these items.
11. TWO easels that will accommodate flip charts.
12. Extension cord with multiple plug ins. This is a VERY important back up piece of equipment.
13. All other collateral material including flip charts, markers, dots, name cards and ALL other material will be brought to the event by the facilitation team.

**Event begins PROMPTLY at 5:30pm and will be finished at 9:30pm.**

**Vision events are conducted on the 1st and 3rd Thursday and the 2nd and 4th Monday of every month ONLY!**

**For further information, please contact Jayne Lowe at** **jlowerotary2018@cox.net** **or 479.644.6576.**