

# Governor's Official Visit

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## Purpose

- A division-wide meeting with the governor, hosted by the lieutenant governor and clubs in the division (usually an event that includes a meal and spouses).
- An opportunity for the lieutenant governor to meet one-on-one with the governor to discuss division progress and future prospects.
- An opportunity for the governor to work directly with club leaders through a division council meeting.
- An opportunity for the governor to deliver an important message to Kiwanians and to the communities served by the Kiwanis clubs in the division.

## Attendance

- All Kiwanians should attend. When schedule is final and prices are established, club should be encouraged to maximize registration as early as possible. Minimum expectation should be an inter-club from each club.
- All club and division leaders should attend a division council meeting prior to the dinner for the governor's official visit.
- Leadership of all Kiwanis sponsored programs should be invited (Builders Clubs, Key Clubs, K-Kids, and Circle K).
- Local news media should be invited as guests of the division.

- While you are lieutenant governor-designate, establish a special division committee to plan and carry out all arrangements. Meet with this committee to determine specific obligations and timeframes. Follow up regularly to make certain all deadlines are met.
- Plan the budget. Determine all expenses, including governor's gift and guests' meals, and establish per-club or per-person price. Make certain all expenses will be covered.
- Establish date with governor. Will governor's spouse/partner attend? Are district leaders or special guests accompanying the governor? Will governor be staying overnight? Are there special needs or arrangements? Clarify division financial obligations.
- Determine specific site, schedule, and menu, and sign contract. Make certain space is sufficient for dinner and extra room is available for division council meeting prior to dinner.
- Organize tentative schedule for the day, including lieutenant governor's private meeting with governor, division council meeting (suggested agenda, p. 49), speaking obligations, and special tours or activities for governor and spouse, and dinner. (Allow some free time for rest, changing clothes, etc.) Send schedule to governor for review and approval.
- Determine specific program agenda for the dinner, including introductions, speakers, governor's address, presenters, entertainment, special recognitions, and presentations. Agenda should be timed.
- Confirm speakers, presenters, entertainment, etc.
- Prepare special guest list and send invitations. Include leadership of sponsored programs.
- Prepare and distribute invitations/registration forms for clubs.
- Develop and produce printed program.
- See that all introductions, recognitions, and presentations are prepared.

- Organize head table and all needed materials and equipment (place cards, centerpieces, lectern, bell, gavel, banners, flags, signs, name tags, sound system, etc.)

## Suggested Dinner Seating

Lectern	Invocator
	District secretary
	Other honored guest(s)
	Lieutenant governor, host division
	Governor-elect
	Governor
	Toastmaster
	Other program participant(s)
	Past international officer(s)
	Past district governor(s)
	Other honored guest(s)

New York District Kiwanis  
Data Sheet for Governor's Official Visit

Please complete and return to the Governor and the Executive Assistant at least 30 days prior to the visit. You will be contacted by the Governor after the form is received so any final arrangements can be made.

1. Official Visit to the: \_\_\_\_\_ Division

2. Date of Visit: \_\_\_\_\_

3. Location of Activities: \_\_\_\_\_

4. Time Governor must be available after he arrives: \_\_\_\_\_

Time Governor is free to leave: \_\_\_\_\_

5. Who will meet the Governor and provide transportation if he travels by plane:

6. Where and by whom will the Governor be met if he drives? Give road directions.

7. Name, mailing address and phone number where the Governor will be provided accommodations:

8. Name and phone number of place where meetings and meal functions will be held:

9. Meeting of the Governor with Club Presidents and Secretaries (required). Minimum of one (1) hour. It is requested that there be no alcohol served prior to or at this meeting.

Time: \_\_\_\_\_ Place: \_\_\_\_\_

How many expected? \_\_\_\_\_

10. Cocktail Party? \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

11. Banquet or Luncheon? \_\_\_\_\_ Time: \_\_\_\_\_ Will End: \_\_\_\_\_

12. Dress: \_\_\_\_\_

13. What other District Officers or Special Guests will be entertained and at the head table?

\_\_\_\_\_  
\_\_\_\_\_

14. Are there any other arrangements being made that the Governor will be expected to attend or be prepared for, such as tours, visits to Kiwanis projects, etc.? Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CAUTION: THE GOVERNOR IS ENTITLED TO SOME FREE TIME TO REST & CHANGE CLOTHES, ETC.**

Use supplemental page if more room is needed

FOR GOVERNOR'S USE ONLY

Travel Plans: Will arrive by car at: Location: \_\_\_\_\_  
Time: \_\_\_\_\_

Will arrive by plane at: Airport: \_\_\_\_\_  
Airline: \_\_\_\_\_  
Flight # \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

Will leave by plane at: Airline: \_\_\_\_\_  
Flight # \_\_\_\_\_  
Time: \_\_\_\_\_

Special Requests or Comments of the Governor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# KIWANIS INTERNATIONAL

## GOVERNOR VISIT / MEMBERSHIP RECRUITING CHECKLIST

Guide to holding a Club/Division Membership Event at Governor Visit  
(Paraphrased from "Hosting a Membership Drive" in Kiwanis Membership Committee booklet)

- \_\_\_ Two months before the scheduled Governor Visit, build a team responsible for:
  - \_\_\_ Confirm the Date of the Governor Visit
  - \_\_\_ Establishing a Venue, usually entails selecting a menu
  - \_\_\_ Arrange for a short entertainment or other program as a recruiting tool (if you wish)
  - \_\_\_ Write, publish press releases, promote the event to surrounding businesses and Organizations
  - \_\_\_ Order copies of "Join the club" brochure from the Kiwanis Family Store to be used when calling on prospect / invitees
  - \_\_\_ Develop a Similar Brochure featuring the activities, service projects of each club
  - \_\_\_ Develop a "Prospective Member" List – folks upon whom you should ask to join!
  
- \_\_\_ Six Weeks before the scheduled Governor Visit,
  - \_\_\_ Begin Recruiting: designated members of the Club Team should start talking to folks on the prospect list, inviting them to come to the Big Event!  
(Pay the meal for any invited guests)
  - \_\_\_ RECRUITING IS CRUCIAL! THE SUCCESS OF THIS EVENT DEPENDS ON POTENTIAL NEW MEMBERS COMING!
  
- \_\_\_ As the Event Nears:
  - \_\_\_ Also crucial is follow-up! Don't just assume folks will show up! Send Invitations, and make calls! Don't just email! Everybody ignores emails!
  - \_\_\_ Perhaps club members should be assigned to picking up, delivering, and entertaining prospects to ensure they have a good time (and sign and application . . . and a check!)
  - \_\_\_ The team should check all of the above to ensure everything is in order. Preparation and follow-up are the key!
  - \_\_\_ Make sure prospect / guests are well attended; make sure applications are on hand! A member should host and be with each guest to ensure they have a good experience.
  
- \_\_\_ FOLLOW UP! FOLLOW UP! FOLLOW UP!

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