**Rotary Membership Drive (SAMPLE)**

**Meeting Agenda: May 11th**

6:00 pm: Wine, Beer, refreshments & Cheese/fruit

- Welcome/Registration table with Guest Packets & Drink Tickets

- Members will meet and greet guests, introduce yourself to each guest

6:30 pm: - Hot appetizers served.

7:00 pm: Welcome and greetings from President and Vic. Pres.

- Share why guests were invited, “They exemplified Service Above Self”

- One member share a Rotary Moment

- One guest share a Rotary Moment

- Draw door prizes

8:00 pm: Conclude event

- Will have Club Banner and also banners from district

- Will have 4 Door Prizes/Baskets: Gusts only.

- Display awards, District Banners, photos of projects and events.

- Photo Directory with Rotary Members with names, yrs. in Rotary, business, photo

**Membership Drive Time Line: (Example)**

Week 1: - 16th March: Each Member brings 1 qualified name, address, email and phone number. We will preset names at meeting and create master list.

Week 2: - 23rd March: Will brainstorm any other potential names as a group.

Week 3 - 30th March: Collect any last minute names for mailing.

Week 4 - 6th April: Mail invitation letters from the club.

Week 6 - 20th April: Members follow up with emails

Week 8 - 4th May: Members follow up with phone call.

***Week 9 - 11th May: Membership Event 6:00 pm***

Follow up: 13th May: Members follow up with phone call to invite to a weekly meeting.

*\* Next Planning Session TBA*