**Each year the District Governor will visit your club to share their vision for the coming Rotary year as well as to learn about your club and celebrate your success.**

**Tips for a successful District Governor Visit:**

1. Check DacDB to insure your club time, date, and location are accurate
2. Check DacDB to insure you know when the Governor attending
3. Inform your club well in advance of the visit- advertise a goal of # attendance
4. Encourage members to plan on coming (maybe bring their spouses)
5. Confirm A/V requirements to ensure that whatever is required is on site
6. Increase your normal meal number to accommodate a larger than normal meeting- also some clubs upgrade their meals for the meeting
7. It is a wonderful day to induct new members or celebrate any new Paul Harris Fellows
8. Have your Budget prepared for the coming year
9. Have on hand your prior year financial results as well as manpower hours
10. Normal meetings include a meal (at club expense), if not advise the DG
11. DON’T Surprise your DG, make sure they know what you are planning

**Day of Event Tips:**

1. Arrive early to make sure room is set up—Critical that Meeting starts on Time!
2. Station a member in parking lot to assist Governor in finding the location as well as carry in any equipment & handouts
3. Make sure that all Members are wearing their name badges and PHF pins
4. Advise the Governor if any extraordinary events are to be included (inductions or PHF)
5. Meeting will run as normal with Prayer, Pledge & 4-way test
6. Assistant District Governor will introduce the Governor
7. Customary that all members stand after introduction
8. The Governor’s presentation will be your program
9. Sometimes the Governor will have time after or before the meeting to have a smaller group meeting with some of your board members
10. Arrange for help to assist District Governor in carrying items back to the car

**Extra Special Tips:**

1. Prepare a handout for the Governor about your club & its activities
2. Print a picture directory of your club to hand to Governor when they arrive
3. Prepare a monetary gift to give the Governor toward his project of choice