



THE DISTRICT GOVERNOR'S OFFICIAL VISIT

All planning for this important meeting is to show respect for and to dignify the **OFFICE** of District Governor of Lions International. The official visit of the District Governor is required to be made at a regular constituted business meeting of your club. To be a maximum help it should be strictly a Lions meeting and other programs or spouses attendance should not be planned unless specifically requested or with the knowledge of the District Governor.

Your Club will greet, honor and hear the highest officer in your District at this official visit therefore; the meeting becomes most important for you, your Club and your community. Decide right now to make this the outstanding meeting of your year.

EARLY PREPARATION:

In the weeks preceding the DG's visit to your club the following steps are recommended:

- A. Appoint a Chairman and Committee
- B. Write or call the DG to **confirm DATE, TIME and PLACE**. Ask for expected time of arrival and arrange to meet the DG at an appointed place. Arrange motel, if needed, and if possible pay for, but not necessary; but pay for the DG's meal costs and the costs of the meal for the Zone Chairman (and their spouses if present).
- C. Indicate delight in the DG's coming, et cetera; inquire if spouse will be with the DG. If special dress for the evening i.e. coat and tie or even more formal, **ADVISE** ... especially for the spouse.

PUBLICITY:

- A. Arrange for picture and story in local paper.
- B. Optional - press or radio / TV coverage. Notify ahead of time.
- C. Photographer.
- D. Prepare and invite list of important community leaders you may wish to invite (pay for expense of these guests).

GREETING COMMITTEE:

- A. Past Presidents, Present Club Officers, Past or Present Zone Chairman; Past District Governors.
- B. If accompanied by spouse, arrange for officers' counterpart to greet and remain with them until they depart.
- C. See that District Governor meets as many members as possible **BEFORE** meeting begins.

ENTRANCE:

- A. Formal escort of DG to head table or escort DG to seat at designated time and begin meeting. All should be standing until seated.
- B. If meal served buffet, see that those seated at Head Table are served first or heads the line.
- C. Seating - According to protocol.

MEETING BEGINS:

- A. Refer to Meeting Agenda.

INTRODUCTIONS:

- A. President or MC should introduce those SEATED at the head table and elsewhere EXCEPT for the District Governor.
- B. District Governor is **NOT INTRODUCED** until he/she is ready to speak.
- C. Save the job in introducing the DG for the Zone Chairman, It is the ZC's official duty unless the ZC delegates this to a PDG, the President or another Lion for this special occasion.
- D. The audience should always rise when the District Governor is:
 1. Introduced.
 2. Concludes her/his address.

RESPONSE:

In areas where responses are Customary, a member of the club is delegated early to make the response to the DG's remarks. Make it short, pertinent and respectful.

OTHER ENTERTAINMENT:

Dinner music is acceptable or one musical number, but no other major speakers before or after the District Governor.

BOARD MEETING:

- A. The DG may wish to hold a meeting with the Board of Directors after her/his address. So, if so, arrange for officers to assemble quickly after the conclusion of the meeting.
- B. Any problems your Club may have, the DG will only be too glad to assist you in any way necessary.

DEPARTURE:

- A. Show him to the car afterwards; don't just leave them to shift for themselves.

FINALIZE:

- A. Have the Secretary write the District Governor a letter of appreciation for coming. Also send a letter to other invited dignitaries who may have been present.
- B. Check with publicity committee to make sure pictures and mention of the meeting is given to the newspaper, et cetera.

PRESENTATIONS:

DG Wes has requested that whenever possible, in lieu of a token gift in recognition of his official visit, and in recognition of his efforts throughout the year as District Governor, a donation be made in his name to Lions Foundation of Arizona with the check going to CT Ron Black 1575 Cholla Clarkdale, AZ 86324.

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