

Coordinator TIMELINE

3 – 4 Weeks ahead

- Contact club coordinator to introduce yourself, make sure is aware of club guide, and that the venue and team are being selected.
- Assign roles to team members
- Make sure the club has gotten a survey underway

A week ahead

- Work with club contact to make sure venue is okay, remind of meals and table set up. Remind them that all attendees need to be on time and stay for the entire session. Go through the entire list of who does what, make sure they have all the supplies, projector, etc.
- Remind team, in a note, of:
 - Assignments
 - Location, address, any directions or parking instructions
 - Who is bringing what
 - Time to arrive
 - Any other needs or cautions

Three days ahead

- Make sure presenter has the presentation and a laptop. Louise will send club survey results to presenter 3 days before the event, to be worked into presentation.
- Make sure that either the club provides a projector, or that someone brings one
- Make copies of the dreaming exercise, and the evaluations
- Fill out the assignment sheet and cheat sheet, and bring copies of the cheat sheet (filled in with team names for this session)

Event day

- Look on cheat sheet for list of things to bring to session, and make sure you have them ALL
- Count on Louise to bring extra dots, scissors, extra flip charts, masking tape, markers when she is coming; for ones she misses, either make CERTAIN the club has them, or bring extras. Louise will also bring camera.

NOTE: To find documents, go to District 5340 web site, on the right under “Leadership Resources”, choose the “resources” link under General Information, scroll down until you see Strategic Planning, and all the forms are there.

TIPS AND TO DOs:

- Contact the club focal point early and often.
 - Talk to them about the set up,
 - make sure they have all the supplies,
 - ask if they have questions,
 - make sure attendees will be there on time and stay throughout
 - stress the need for at least 12 people
 - go through the club information document with them, line by line, and make sure they have everything ready
- Make the sure the team knows what to do, when and where
 - Send out the cheat sheet early
 - Send out a note giving directions, confirming roles, getting computers ready, etc
- Make sure you have all the documents when you go to the session
- Obsess a bit about the details – the clubs are investing a lot of time in this, and we need to be as perfect as possible

So the things that caused the lessons to be learned:

- Some fool coordinator (that would be me) forgot to bring the exercises to the session. Fortunately I had them on a memory stick, and Bill rushed off to a Kinko's and saved the day
- One club didn't remember that they were to have provided flip charts and stands and dots and all
- One club had only 8 members there (not sure we could have forestalled that one – the president was expecting more, and had a lot of no-shows) They also had 2 people show up over an hour late.
- One club gave us a fine list of 18 names, half of them didn't show up, but some other random members showed up to give us enough, but we had to improvise tent cards.