

## Protocol for Official Visit Meeting

- Give your Official Visitor (and guest speakers) information on the Club and good directions to where you meet.
- Give your Official Visitor your cell phone number just in case; get their cell phone number also.
- Be sure you have all information to your Official Visitor by their deadline.
- Offer to meet your Official Visitor elsewhere if your meeting place is hard to find.
- Be sure all members (and other guests) are wearing name tags.
- Allow enough time for the meetings with the President, President Elect and Board on the night of your Official Visit.
- The appropriate person should always introduce their guests to your Club Members as they arrive for the meeting. (Official Visitor – President or President Elect, Guest Speakers and Prospective Members – the person who invited them).
- If your dinner is served buffet style, your guest should be allowed to go through the line first. Stay with the Official Visitor or guest speaker; you do not want them to sit at an empty table waiting for someone to join them.

Prep your members the month before the Official Visit.

- Make sure they know the name of your Official Visitors, their position in the District, and which club they belong to.
- Your Recording Secretary should do an oral roll call the night of the Official Visit. Let your members know that the correct way to answer a roll call is with the word, “PRESENT.”
- When your Official Visitor is introduced to speak, all members should stand and applaud.