

ZONE & REGION MEETING GUIDELINES

Zone Chair:

- Contact clubs about zone meeting—establish time, place, host club
- E-mail/Mail a meeting notice one month before meeting, listing topics to be covered by club presidents, DG Team and Presenters ex: three goals for club as requested by DG
- Call all Clubs week before meeting and ask for head count of members coming.
- Prepare agenda
- Prepare sign-in sheets for Clubs, Presenters, Past DG's, DG Team
- Start meeting at scheduled time
- Call the meeting to order and establish protocol
- Introduce District Governor and 1st and 2nd VDG and Past Council Chair and Past District Governors
- Introduce Club Presidents and Presenters as they make their presentation
- Adjourn the meeting

Host Club:

- Furnish Flags and speaker's podium with microphone, Bell and gavel
- Make arrangements for the Dinner meal, collect money, and sign in members
- Give invocation
- The District Governor, 1st and 2nd VDG will set with club members
- Head Table with a podium and microphone seating will include if possible
 - Club President and Secretary and Zone Chair
- Tail twisting, holding drawings, and providing prizes(optional but good idea)
- Remember if there is a head table have a skirt on it

After the Meeting:

- Secretary or President make copies of signup sheet and send to DG
- Complete DG's Advisory Committee Meeting report
- Send Thank you to host club