BEFORE THE OFFICIAL VISIT: Communicate with the Club President. Introduce yourself via phone call or email, talk with them about exciting things going on in their Club and ask about areas of concern. OFFER to provide something specific to the Club; i.e. list of fundraising or project ideas, workshop, program on a specific topic, etc.

- Get the Club assignments from the District Governor.
- Contact Club President for your visit date.
- Ask Club for Club budget, member roster and any other materials that will help to know the Club.
- Ask for the Club’s visit date agenda. Make sure YOU are on the agenda.

Prepare your background information about the Club:
- Club Charter Date
- Club Plans of Work
- 50/25 year members
- Club Projects
- Club Fundraisers
- Club accomplishments for your recognition
- Club website
- Club Facebook
- Awards

Prepare visit materials:
- Always take an Invocation and New Member Initiation Service
- Your Pilot District/International Message to the Club
- Workshop, Regional, Fall Council, District Convention and PI Convention invitations with locations, dates and times.
- Your Officer business cards and Name Tag
- Your SMILE
- Your Inspiration for all the future possibilities

“Leadership is the art of giving people a platform for spreading ideas that work.”
- Seth Godin