

SIX SIMPLE STEPS TO VISIT SUCCESS



The visiting officer or director plans to participate in the district's conference activities. Use this opportunity to the districts best advantage by placing the officer/director on the program in select spots.

Follow these six simple steps to assist in making your visit a success.

1. Schedule a minimum total of five new club opportunity visits and/or recognition visits to company and community groups. If five or more visits are scheduled, the officer/director may come in a day early to participate. Check with World Headquarters (**WHQ**) to determine the officer's availability. Work directly with the director to determine their availability.
2. Arrange for the officer/director to be on the main luncheon or dinner program to deliver an education session or a keynote speech to the full assembly.
3. The officer/director is prepared to serve as a presenter in an education session. There should be no concurrent sessions during the international officer/director's sessions.
4. Make sure your educational program coordinator is aware of the role of the officer/director at the district's conference.
5. Contact the director directly as soon as possible to discuss how this visit can best meet the district's needs and best fit into the program. Contact a **WHQ** team member to discuss the officer's visit.
6. Schedule press, radio, and television media appearances for the visiting officer/director. You will find most are receptive to comments or appearances from visiting dignitaries. Explore opportunities to arrange a press interview or appearance on radio or TV talk shows in the city where the conference is being held.

If you have any questions about a district visit, please contact a **WHQ** team member.