



International Officer and Director District Visit Checklist

The purpose of this checklist is to help your District prepare for an upcoming visit by a Board Member.

Visiting Board Member: _____

For each Meeting, Conference, or Training event:

Event #1

Type: Meeting Conference Training Other _____

Mode: In-person Hybrid Online

If in-person or hybrid, as applicable: _____

Event Venue: _____

Venue address: _____

Venue email: _____

Venue phone number: _____

Estimated number of attendees: _____

If hybrid or online, as applicable: _____

Meeting Platform: _____

Meeting ID/Passcode (information necessary to log in): _____

Main Contact for Visit: _____

Main Contact Preferred Number: _____

Preferred method of contact (phone call, text, WhatsApp, etc.): _____

Repeat use of this sheet as necessary.

Travel

For your visitor to make travel plans, please provide the following information:

Suggested arrival date: _____ Arrival airport/station: _____

Suggested departure date: _____ Departure airport/station: _____

Your visitor will ensure you receive their travel itinerary.

Once you receive the travel itinerary, please arrange for a District team member to meet the visitor at the arrival airport/station, as applicable. At the end of the visit, please arrange for a District team member to drive your visitor to the departure airport/station, as applicable.

Please provide the following:

Name of individual picking up visitor at the airport/station: _____

Mobile Number of the individual: _____

Name of individual dropping off visitor at the airport/station: _____

Mobile Number of the individual: _____

If your visitor decides to drive to your District, your visitor will notify you. Please provide the suggested arrival time for the visitor to prepare travel accordingly.

Approximate Arrival Time: _____

Accommodations, as applicable

The District is responsible for booking the hotel for your visitor. Should the District receive a complimentary room from the hotel where the event is being held, this room should be reserved for your visitor to minimize costs. If that is not the case, the District is responsible for covering the cost of the hotel. If the District is unable to cover the cost of the hotel, please contact Toastmasters International for possible reimbursement (approved on a case by case basis). Please provide the following details:

Hotel Name: _____

Hotel address: _____

Hotel email: _____

Hotel phone number: _____

Confirmation/Reservation number: _____

Complimentary Room

District Paid Room

Need to discuss reimbursement

If your visitor is staying in more than one hotel during this visit, please provide the above information for each hotel on the additional information page.

If your visitor is traveling within the District and will require airline reservations to complete this travel, please provide the exact flight details (departure and arrival airport code, date, time, airline, flight number) on the additional information page.

Meeting with the District team

The District should schedule a pre- and end-of-visit meeting with the District trio and other District leaders, as applicable, to discuss the overall strength of the District in achieving the District mission.

Names and titles of those participating:

If the meeting takes place online or in a hybrid format:

Meeting Platform (as applicable): _____

Meeting ID/Passcode (information necessary to log in): _____

Meeting start time/time zone: _____ When should visitor log in? _____

Corporate and other club-building opportunities

Your District should leverage your visitor's visit to market Toastmasters to local corporations and groups. Your District should arrange three or more events, such as appointments, summits or open houses, etc. This includes corporations, universities, government agencies, associations, nonprofit organizations, and communities. Provide the following information on the appointments that are scheduled.

First Appointment:

Name of corporation or group: _____

Date of visit/meeting: _____

Online meeting information, if applicable: _____

Number of participants: _____

Short description of group: _____

Industry (if applicable): _____

Name and role of the individual the appointment is with: _____

Second Appointment:

Name of corporation or group: _____

Date of visit/meeting: _____

Online meeting information, if applicable: _____

Number of participants: _____

Short description of group: _____

Industry (if applicable): _____

Name and role of the individual the appointment is with: _____

If more appointments are scheduled, please provide these details on an additional information page.

Marketing Materials

Please visit **Club Building Kit Materials** to find marketing materials to help with these visits. These materials are to be reviewed prior to your visitor's arrival.

Speeches/Presentations/Training

Education Session:

Day, date, time, and length: _____

Title: _____

Brief Description: _____

Audio/Visual needs: _____

Other Materials: _____

If education session takes place online or in a hybrid format:

Meeting Platform (as applicable): _____

Meeting ID/Passcode (information necessary to log in): _____

Meeting start time/time zone: _____ When should visitor log in? _____

Other Presentation(s):

Day, date, time, and length: _____

Title: _____

Brief Description: _____

Audio/Visual needs: _____

Other Materials: _____

If the presentation takes place online or in a hybrid format:

Meeting Platform (as applicable): _____

Meeting ID/Passcode (information necessary to log in): _____

Meeting start time/time zone: _____ When should visitor log in? _____

If more presentations are scheduled, please provide these details on the additional information page.

District Conference Speeches/Events

The District must provide the officer/director an opportunity to present a keynote speech during the program to the full assembly; it is best to choose your most popular event. The District should also use the officer/director as a seminar presenter in an educational session that does not run concurrent with any other session. Other suggestions for participation during the event would be a leadership panel or a "fireside chat" with a subsequent Q & A session.

The District could also arrange an open house, inviting local companies/corporations to learn more about the organization as well as a few officers from successful corporate clubs for encouragement.

It will be important for the District leaders to discuss a potential focus for the keynote or education session.

Please provide the District's conference theme: _____

Expected Attendance: _____

Keynote Address:

Day, date, time, and length: _____

Title: _____

Brief Description: _____

Audio/Visual needs: _____

Other Materials: _____

If the keynote address takes place online or in a hybrid format:

Meeting Platform (as applicable): _____

Meeting ID/Passcode (information necessary to log in): _____

Meeting start time/time zone: _____ When should visitor log in? _____

If more presentations are scheduled, please provide these details on the additional information page.

Education Session:

Day, date, time, and length: _____

Title: _____

Brief Description: _____

Audio/Visual needs: _____

Other Materials: _____

Seating at District conference, if applicable:

During lunches and dinners, the officer/director should be seated at the head table. Indicate the seating arrangements for each event. Be sure to advise the officer/director where they will be seated at each event.

Reserved Seating (list events): _____

Other events:

Should the officer/director be participating in any other events such as an award ceremony, presenting of speech contest awards, etc., please advise the visiting officer/director of their role.

Event: _____

Details: _____

Dress attire:

Is formal wear needed for the District event? Yes No

Does the District have a theme night where special costumes or apparel are needed? Yes No

If yes, please list details: _____

Business Meeting:

If there will be a business meeting taking place during your visitor's stay with your District, they should be invited to attend the meeting.

Will a business meeting take place during your visitor's stay with the District? Yes No

Please provide date and time of the meeting: _____

If your visitor will attend in person, please provide the location of meeting: _____

If the meeting takes place online:

Meeting Platform (as applicable): _____

Meeting ID/Passcode (information necessary to log in): _____

Meeting start time/time zone: _____ When should visitor log in? _____

Corporate Recognition Visits

The District may recognize up to two corporations with this prestigious award. The District should discuss which corporations are worthy of recognition by Toastmasters International. The corporate recognition award must be presented to an executive of that corporation at an event created specifically for the presentation of this award. Local media should be invited to cover this event, as well as the corporation's public relations team and the District Public Relations Manager.

Does the District have up to two corporations that meet the following requirements for an award?

- ▶ The company has sponsored at least one Toastmasters club that has been in existence for at least two years.
- ▶ The company has not previously received a recognition award. (If you are unsure of this you may reach out to **corporaterelations@toastmasters.org** to inquire.)

The company is more likely to be approved for the award if they have potential to sponsor new clubs, cover membership dues, provide meeting locations, and actively encourage employees to join the corporate clubs.

To allow ample time for the award to be approved, engraved and shipped; complete and submit the application, which can be found on the **Corporate Recognition Award** page six (6) weeks in advance of the presentation date. Any requests received with less than the six-week window will not be considered.

If the meeting takes place online:

Meeting Platform: _____

Meeting ID/Passcode (information necessary to log in): _____

Meeting start time/time zone: _____ When should visitor log in? _____

Media Opportunities

Whenever possible, arrange radio, television, or newspaper interviews for the visitor. Ensure a media opportunity is in conjunction with the corporate recognition award presentation (applicable to International Officer and Directors only). Get your Public Relations Manager involved and have them contact the Toastmasters Public Relations team at pr@toastmasters.org for a list of local media contacts as well as some tips when it comes to scheduling these interviews. Complete the following:

Type: Radio/Podcast Television/Live Stream Print/digital publication

Day, Date: _____

Time, Duration: _____

Program Name: _____

Contact: _____

Content Synopsis: _____

Address, if applicable: _____

If the interview is taking place online or in a hybrid format:

Meeting Platform (as applicable): _____

Meeting ID/Passcode (information necessary to log in): _____

Meeting start time/time zone: _____ When should visitor log in? _____

Type: Radio/Podcast Television/Live Stream Print/digital publication

Day, Date: _____

Time, Duration: _____

Program Name: _____

Contact: _____

Content Synopsis: _____

Address, if applicable: _____

If the interview is taking place online or in a hybrid format:

Meeting Platform (as applicable): _____

Meeting ID/Passcode (information necessary to log in): _____

Meeting start time/time zone: _____ When should visitor log in? _____

If more media appearances are scheduled, please provide these details on the additional information page.

If there are any questions or if we can be of any further assistance, please contact the following:

- ▶ Board of Directors visits: Boardvisits@toastmasters.org
- ▶ Phone: +1 720-439-5050

Additional Information: