



DISTRICT VISIT CHECKLIST

This checklist will help the district prepare for the upcoming visit.

Visiting Board of Director, Region Advisor: _____

Dates of Visit: _____

Dates of Meeting, Conference or Training (if applicable): _____

Event Venue: (if applicable) _____

Venue address: _____

Venue email: _____

Venue phone number: _____

Main Contact for Visit: _____

Main Contact Preferred Number: _____

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

Travel/Accommodations

For the visitor to make his/her travel plans, he/she will need the following information:

Suggested arrival date: _____ Suggested departure date: _____

Arrival airport: _____ Departure Airport: _____

The flight itinerary will be booked and forwarded to the district leaders by the visitor.

Once you have received the flight itinerary, please arrange for someone on the district team to meet the visitor at the airport. Please be sure to provide this same service at the end of the trip by having someone drive the individual back to the airport. Please provide the following:

Name of individual picking up visitor at the airport: _____

Mobile Number of the individual: _____

Name of individual dropping off visitor at the airport: _____

Mobile Number of the individual: _____

On occasion the visitor is within driving distance of the district. If so, and the individual decides to drive, the district will be notified. Please provide the suggested arrival time for the visitor to prepare travel accordingly.

Car Approximate Arrival Time: _____

The district is responsible for booking the hotel for the visitor. Should the district receive a complimentary room from the hotel where the meeting, conference and/or training is being held, this should be reserved for the visitor to minimize costs. If that is not the case, the district is responsible for covering the cost of the hotel. If for some reason the district cannot provide payment 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: _____

(For IO/ID only - Check One)

☐ Complimentary Room

☐ District Paid Room

☐ Need to discuss reimbursement

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

If the visitor will be 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 post meeting with the district trio and any other district leaders to discuss the overall strength of the district in achieving the district mission.

Names and titles of those participating: _____

Corporate and other club-building opportunities

The district should leverage the visitors visit to market Toastmasters to local corporations and groups. The 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: _____

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: _____

Number of participants: _____

Short description of group: _____

Industry (if applicable): _____

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

Third Appointment:

Name of corporation or group: _____

Date of visit: _____

Number of participants: _____

Short description of group: _____

Industry (if applicable): _____

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

Fourth Appointment:

Name of corporation or group: _____

Date of visit: _____

Number of participants: _____

Short description of group: _____

Industry (if applicable): _____

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

Fifth Appointment:

Name of corporation or group: _____

Date of visit: _____

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 the additional information page.

World Headquarters will send marketing materials to help with these visits. These materials should be sent to the club growth director if possible for review prior to the visitor's arrival. Plan to share these materials with the visitor upon arrival. Please provide the correct address for this shipment:

Name: _____

Address: _____ Apt/Ste: _____

City: _____

State/province: _____

Country: _____ Postal Code: _____

Note: Toastmasters International cannot ship to a P.O. Box address

Type of Event (if not district conference): _____

Estimated Attendance: _____

Speeches/Presentations/Training

Education Session:

Day, date, time and length: _____

Title: _____

Brief Description: _____

Audio/Visual needs: _____

Other Materials: _____

Other Presentation:

Day, date, time and length: _____

Title: _____

Brief Description: _____

Audio/Visual needs: _____

Other Materials: _____

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

District Conference Speeches/Events (applicable to International Officers and Directors only)

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 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:

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 he/she 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 visitors stay with your district, they should be invited to attend the meeting.

Will a business meeting take place during your visitors stay with the district?

☐ Yes ☐ No

Please provide date and time of the meeting: _____

Please provide the location of meeting: _____

Corporate Recognition Visits (applicable to International Officers and Directors only)

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's 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: <https://www.toastmasters.org/corporate-recognition-visits> six (6) weeks in advance of the presentation date. Any requests received with less than the six-week window will not be considered.

Media Opportunities (applicable to International Officers and Directors only)

In conjunction with the corporate recognition award presentations and whenever possible, arrange radio, television or newspaper interviews for the visiting officer/director. Get your public relations manager involved and have him/her 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: _____

Location / Name: _____

Contact: _____

Content Synopsis: _____

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

Day, Date: _____

Time, Duration: _____

Location / Name: _____

Contact: _____

Content Synopsis: _____

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
- Region Advisor visits: RegionAdvisors@toastmasters.org
- Phone: +1 720-439-5050

Additional Information: