



Board Visit Checklist and Itinerary

District Visit Checklist

The purpose of this checklist is to help the District leadership team prepare for an upcoming visit by an International Director (ID) or International Officer (IO).

July/August

Once you have been notified of a Board Visit by World Headquarters (WHQ) please email the dates for your District conference to **boardvisits@toastmasters.org** as soon as possible.

- ▶ If your District has been notified of an IO Visit, the date of your conference may affect who is able to visit.

September/October

Review the District Visit section of the toastmasters.org website

[toastmasters.org/Membership/Leadership/district-leader-tools/district-visits](https://www.toastmasters.org/Membership/Leadership/district-leader-tools/district-visits)

- ▶ You will find information on what to expect during a District Visit as well as resources that will help you to plan your visit.

Briefly connect with your visiting Board Member, early in the program year after you are notified of the visit and again for a more thorough conversation in January or February. On the first call:

- ▶ Speak with them regarding what your District is working on this program year, what the goals are and what the challenges may be.
- ▶ Confirm the dates of your District conference.

November/December

Recruit a team.

- ▶ Planning a District Visit can be a lot of work. The District trio does not need to be solely responsible for the planning and organizing of the visit. Often the District Director (DD), Program Quality Director (PQD), and Club Growth Director (CGD) are working hard on other things such as the District conference and it can be useful to have additional assistance.
- ▶ Districts that have very successful visits often recruit a past leader who has had experience with visits to serve as a coordinator.
 - This person can help to create events and schedule interviews, club visits, and corporate summits.
 - This person can be assigned to be the "assistant" or "liaison" to the visitor, ensuring the visitor is on time and has transportation to events, etc.

As you are planning the District conference, build in time for your visitor to speak unopposed in both keynote and education sessions.

Consider any additional events in which you would like your visitor to participate.

- ▶ Existing club visits
- ▶ Club-building visits
- ▶ Corporate Recognition Award visit
- ▶ Media opportunities
- ▶ Corporate summits
- ▶ Any other visits that will encourage members, club growth, and the District leadership team to achieve the District mission
- ▶ Meeting with the District leadership team

Choose corporations to nominate for the Corporate Recognition Award.

January/February

Schedule a follow-up call with your visitor (WHQ will schedule for IO visits). This call should include your District leadership team and anyone else who will help with the visit, for example, anyone you have recruited to help coordinate the visit.

On this call:

- ▶ Discuss the dates of your visit.
 - Re-confirm conference dates.
 - Discuss additional events scheduled outside of the District conference (typically an ID visit will be 3-4 days and an IO visit will be 5-6 days.)
- ▶ Suggest arrival and departure dates and airports or stations.
- ▶ Share any other possible events during their visit
- ▶ Share the District conference theme, and the events in which the visitor may participate during the conference.
 - This should include the unopposed Keynote and education session for the visitor.
 - This could include conducting the officer inductions and various other things during your event.
 - This should include information regarding any special clothing requirements for the District events, such as black tie, or themed attire.

Fill out the Corporate Recognition nomination form: toastmasters.org/membership/leadership/district-leader-tools/district-visits/corporate-recognition-award (Toastmasters can award up to two per District per visit).

Email a draft of this District Visit Checklist and Itinerary to visitor and include boardvisits@toastmasters.org

- The checklist and itinerary does not need to be final and can be updated as needed.

March

Request a travel itinerary from the visitor.

Book accommodations for the visitor.

Send updated District Visit Checklist and Itinerary to the visitor.

- ▶ Copy boardvisits@toastmasters.org
Arrange for transportation to and from airport and events for the visitor.
- ▶ The District Director may appoint a member to provide transportation for the visitor. The person appointed does not need to be one of the District leaders.
- ▶ It is highly recommended that the District arrange someone to act as a “liaison” or “assistant” to the visitor.
 - The member appointed to this role should be a part of the visit planning team and can arrange transportation and ensure that the visitor arrives to the planned events on time.

April/May

Send the final copy of the District Visit Checklist and Itinerary to the visitor.

- ▶ Copy boardvisits@toastmasters.org

Have an excellent visit!

The District leadership team does not need to be solely responsible for coordinating the visit. District leaders are encouraged to recruit a team of people to assist in arranging events and logistics for the visit.

Should you need any assistance or have any questions please don't hesitate to contact boardvisits@toastmasters.org.

District Number	Visiting ID or IO
Arrival Date	
Arrival Airline and Flight number/ Train information	
Arrival Time	
Airport/Station Pickup	
Hotel	
Hotel Confirmation	
Departure Date	
Departure Airline and Flight number/ Train information	
Airport/Station Transport	
District Director	
Program Quality Director	
Club Growth Director	
Conference Chair	

Example Itinerary Page				
Event	Time	Location	Contact name and phone	Additional Information
Airport Pickup	11:30 a.m.	Local Airport	Jane Toastmaster: +1 (123) 456-7890	Jane will meet you at the airport terminal
Check in at hotel	12 p.m.	Hotel Local 4321 Main St City	Hotel Phone: +1 (222) 222-2222	Hotel Confirmation Number
Lunch with District Trio	1 p.m.	Hotel Café	N/A	Meet in the Lobby of hotel BOD member is staying
Club Visit	5:30 p.m.	Toasting Toastmasters Club	Chester Ralph – Club President: +1 (714) 862-7824	Club is hosted in the local city hall
Dinner	7:30 p.m.	The Local Spot 987 Main St. City	DD Smedley - +1 (987) 654-3211	Food options are salads and sandwiches/ burgers
Back to Hotel	9:30 p.m.	Hotel	N/A	N/A

Notes/Additional Items

Day 1	Time	Location	Contact name and phone	Additional Information

Notes/Additional Items

Day 2	Time	Location	Contact name and phone	Additional Information

Notes/Additional Items

Day 3	Time	Location	Contact name and phone	Additional Information

Notes/Additional Items

Day 4	Time	Location	Contact name and phone	Additional Information

Notes/Additional Items

Day 5	Time	Location	Contact name and phone	Additional Information

Notes/Additional Items

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