

GOVERNOR'S OFFICIAL VISITATION GUIDELINES

Each Club President shall make certain that these procedures are followed when the District 4-C5 Governor makes his official visitation.

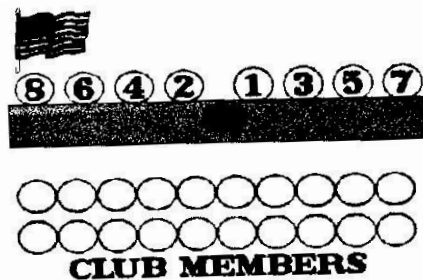
1. Keep your Club's calendar open for the date established for the District Governor's visitation. Try not to have any club activity or business planned in conjunction with the Governor's official visitation.
2. Your Cabinet Secretary and Zone Chairman will be contacting you to verify the date and time of the visitation.
3. You should act as official greeter to welcome the District Governor and his party.
4. Have the head table arranged as outlined below. Assist the Governor's party in finding their places at the head table or assign hosts to do so. Two sided place cards are very helpful.
5. It is the custom of this District that the meal of the District Governor is paid for by the Club during the official visitation and whenever the governor is invited to any function of your Club during the term of office.
6. It is also the custom of this District that the meals of the Vice District Governor, Cabinet Secretary and Cabinet Treasurer are paid by the Club if they are in attendance at the official visitation. It is optional that meals of other members of the Governor's party be paid for by the Club. Inform the club treasurer in advance.
7. If you would like the Governor to present a special award or induct new members during his official visitation, please advise him of that fact prior to the visitation. Also, if you are planning a spouses' night for the official visitation, notify the District Governor prior to this event and clarify the mode of dress (i.e., formal, semiformal, western, casual, etc.) and send formal notifications to each expected participant advising them of the time, place and dress.
8. **Introductions:** As President, you shall open your meeting under your own Club rules and regulations. When it is time for the official presentation of the Governor, it will be your responsibility to introduce your Club's Zone Chair, who will introduce the Region Chair. The Region Chair will introduce the Governor, who will introduce the Vice District Governor, his Cabinet Secretary, and Cabinet Treasurer (if present). Our District Governor is an official representative of Lions International, and as such, he should be given a standing recognition as a matter of courtesy to the office he represents.
9. Upon closing remarks of the Governor, you will take over the meeting as President, and give appropriate thanks to visiting guests, Cabinet officers, and any personal recognition that would be appropriate for the occasion. You should close your meeting in its normal manner, advising the Board of Directors that a short meeting will follow.
10. The Governor will have a short Board of Directors meeting following the regular meeting. During the Governor's meeting with your Directors, he will need information about (1) records and reporting of the Club Secretary; (2) Club's participation in District activities; (3) effectiveness of Club committees; (4) Club's twinning relationships, and (5) financial status of the Club.

If you have questions, please do not hesitate to call upon your Zone or Region Chairman.

This also provides the Clubs' another opportunity to discuss and make recommendations to improve Lionism in our District. The Vice District Governor will schedule his/her visits with the club and should be scheduled as your only program for that meeting.

ORDER OF SEATING:

1. Club President
2. District Governor
3. Past Council Chairman
4. Vice District Governor
5. Past District Governor (IPDG 1st)
6. Cabinet Secretary
7. Cabinet Treasurer
8. Region Chairman
9. Zone Chairman



U.S. Flag is placed on Speaker's right, if placed on same or an elevated platform. It is placed on Speaker's left if placed on floor level below platform.

The guest speaker for any function should always be seated to the immediate right of the chairman of the meeting. If a podium is used, it should be centered on or between tables. The presiding officer should be seated to the immediate left of the podium and the guest speaker to the immediate right of the podium. Seating alternates left to right in order of office thereafter.

If spouses are included at the head table, they are seated to the member's left when on the left side of the table, on the member's right when seated on the right.