



**2019-20 Connected by Our Rotary Stories
Document 7
Supplies, Equipment, and Tips**

Promotion of Session

- Have a promotional plan about session(s) and implement the plan.
- Involve District Leaders, AG's to promote the session(s).
- Use website media and social media to promote session.
- *Tip* – See Documents 3 and 4 for samples of promotional information for your use.

Facilities and Meeting Space

- Tables, preferably round, seating 8 – 10 persons
- Meeting room, wall space where easel pad sheets can be displayed
- Adequate and convenient parking, with easy accessibility
- Signage to locate meeting space

Equipment and Supplies

- Provide nametags for everyone. Preprinted or do it yourself including name and club.
- Computer with USB port; projector and screen for videos and slide projection
- Two microphones, one in the front of room and one handheld for roaming
- Excellent quality sound system for presenters and videos
- Markers, 2-3 contrasting colors per table, and self-sticking easel pad for each table
- *Tip* – Check sound – check sound – check sound! And test any videos or Power-Points on the computer for compatibility and operation procedure.
- 3 x 3 Post-it Notes for the Moving Freeway.
- A bell, horn, chime, or a whistle used to call the attendees to order.

Printed Materials

- Acquire/order copies of Rotary materials for distribution at session. For the Toolkit, print out the materials for distribution to each attendee or electronically upload materials to a flash drives to distribute to each attendee.
- Print copies of the “Discussion Questions for the Sharing Ideas Segment” Doc11, for each participant and table facilitator. Place on tables prior to session start. Likewise, provide the Toolkit (12a-12g) either in print (preferred) or electronically, but if you do so electronically, be sure to have printed copies of Doc 12d, the New Member Interview, and Doc 12e, the Personal Action Plan, printed for each participant and table facilitator.
- *Tip* – Use experienced or well-trained facilitators to lead the table discussions. It is essential to have a training session for **all** facilitators. The training session can be done via a webinar, but an in-person one would be better. You may want to offer two identical training sessions to accommodate the schedules of facilitators.

Program/Session

- Load videos per instructions in Document 12c for the ‘*Setting the Stage*’ segment directly onto a laptop or a flash drive for use at session. *Tip* – do both and have a back-up laptop. Do not rely on facility networks at meeting places.
- Using the PowerPoint in the materials is recommended. On the One Rotary page of www.zones25b-29.org, open Doc 8, enable editing, “Save As” with a file name of your choosing, and then complete it with district information, such as district number and other information you want to include.
- Be sure to leave the full time allotment for the ‘*Moving to Action*’ segment. This segment is essential for an effective session.
- Be intentional about forming groups for table discussions.
 - Have a good mix of club members.
 - Limit the number of persons from one club to no more than 2 per table.
- Devise a way that works for you to collect the ideas generated at the session. Then share those ideas back across your district after the ORS sessions. One simple and effective way is to take pictures of both the easel pads containing the ideas recorded during the *Sharing Ideas* segment and the “Moving Freeway.”
- *Tip* – Have an event photographer or videographer. Use pics or footage in promotion of other future events
- Have a timekeeper and stick to the schedule you set for the event. Stay on time and on topic! For the *Sharing Ideas* segment, each item has a time stated in the Table Facilitator Guide, Doc 10. It is strongly suggested that the

facilitator at each table appoint a timekeeper at the table and that the time for each item be adhered to. Alternatively, someone could use a tablet or smart phone with a time countdown application and walk around the room showing the time remaining for each item to the facilitators, especially during the last few minutes for each item.

- Have a plan on how to control people desiring to make announcements.

Be excited about having people attending and wanting to learn!