

***Doing Good in the World***

 *Our Mission: To enable Rotarians to advance world understanding, goodwill, and peace through the improvements of health, the support of education, and the alleviation of poverty*

GOALS OF A FOUNDATION DINNER

* Be a fun and enjoyable event for everyone; Create a desire to attend next year
* Develop a better understanding of The Rotary Foundation, including news and updates
* Create sense of pride in The Rotary Foundation, OUR Foundation
* Recognize the generous supporters of TRF; Present new TRF recognitions
* Celebrate the impact of the work of Rotarians through Our Rotary Foundation
* Inspire and motivate continued engagement with Our Rotary Foundation
* Possible fundraising opportunity

PLANNING AND PRESENTING YOUR EVENT

* Planning by Area with lead club or planning by host club with participation from others
* Choosing and then inviting a Speaker
* Choosing a Date – Check with DG and post on Calendar
* Choosing a Venue and arranging for AV
* Choosing a Format
	+ Formal or informal?
	+ Fundraising component?
	+ Entertainment and/ or dancing?
* Communicate with guest speaker and DG to determine AV needs, travel arrangements, special presentations to assist with or make that evening
* Assign an Aide to the guest speaker
* Budget
	+ Meals
	+ Venue
	+ Keynote Speaker expenses (lodging, airfare or mileage, gift)
	+ DG expenses (nice to offer lodging, definitely cover dinners)
	+ Discounted meals for Interactors, Rotaractors
	+ Printing costs
	+ Table decorations
* Details to consider
	+ Insurance
	+ Liquor License
* Create an Invitation, printed or electronic (plus Save the Date message)
* Invite, in addition to club members, District Governor line, fellow AGs, PDGs nearby, RYE students, Interactors, Rotaractors, DRFCC
* Create a MxM for the evening
* Assign roles – MC, thought for the evening, introductions, pledge, decorations, speaker intro and gift presentation, etc.
* Reserved seating for special guests (and others as desired)
* Gather AV material prior to the event, check sound and AV early that evening
* Follow Rotary Protocol for introductions
* Create written program for the evening
* Wrap up finances and debrief

*Adapted from Foundation Dinners by Scott Barnes 2013*