



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