



**2017-18 One Rotary Summit (ORS)
Document 7
Supplies and Equipment
Tips**

Supplies and Equipment

- Tables, preferably round, that can seat 8 to 10 persons.
- A computer with a USB port, projector, and screen for showing the Seeing Red Cars video and PowerPoint slides. A good sound system so that everyone can hear the sound on the video and presenters.
- Markers and self-sticking easel pads. These should be at each table before the session begins.
- Provide nametags for everyone at the ORS. On those tags, either have the name and club pre-printed or coach attendees and leaders to put that information on the tags before the session begins.
- Rotary and Rotary Foundation publications that you decide to use. See the “ORS Session Outline” for recommendations. These items will become part of the ORS Toolkit to be given to each participant.
- Copies of the “Toolkit Contents” (Documents 8 and 8a-8d) as outlined on page 2 of the “Organizer/Lead Facilitator Information” (Document 1). These items will become part of the ORS Toolkit to be given to each participant.
- Copies of “Discussion Questions for Sharing Ideas Segment” (Document 10) for each participant and Table Facilitator. These should be on the tables before session starts.
- (Optional, but recommended) A folder for the Toolkit.

Suggestions

1. Use experienced or well-trained facilitators to lead the table discussions in the Sharing Ideas segment.
2. Be sure that table facilitators are prepared for their role before the event. One way to do this is via an online meeting or teleconference. Another, which ideally would be combined with the online method, is to meet at the event site about 30 minutes before the ORS is scheduled to begin. If the latter method is used, if possible, use a space for it that is not the same room as where the ORS will be held.

3. Using the PowerPoint contained in the curriculum materials is optional.
4. Be sure to leave the full time for the Moving to Action segment. This segment is essential for an effective One Rotary Summit.
5. Have a meeting space where pages from the easel pads can be displayed.
6. Be intentional about forming groups for the table discussion.
 - Have good mix of members from clubs that have succeeded and can share ideas with members from clubs that “may need a bit of help.”
 - Limit the number of persons from one club to no more than two per table.
7. Devise a way that works for your district to collect the ideas generated at the One Rotary Summit, as well as a way to share those ideas with attendees and others.
8. Be sure that the site for your One Rotary Summit will have adequate and convenient parking a little or no cost to attendees.
9. Have an event photographer or videographer.
10. Have a time keeper and stick with the schedule you set for the event. Experience tells us that sometimes district leaders and even club attendees will want to make announcements. You will have to have a plan for how to control that use of time.
11. Have a plan for how you will get pre-event promotional information to clubs. In addition to email notices and posting on your district website, consider having AGs and other district leaders promote the One Rotary Summit, and consider using Facebook, other Social Media, Podcasts, etc. per your context. A document with “ORS Promotional Information for District Use” is posted as Document 4 with the other ORS materials on the Zones 28 and 29 Website.