

DRAFT POLICY RE CHANGE OVER

ADOPTED:

1. Retain as Changeover party format.
2. Engage a good band.
3. Ask those attending to bring a plate supplemented by a couple of hundred dollars of hot food from the venue.
4. Incoming Board and their partners are asked to act as hosts for the evening and to walk around during the evening with finger food including desserts later in the evening.
5. President to determine list of official guests (including any invited without payment) after consultation with Board at April meeting.
6. Format on night as per attached running sheet.
7. Budget as attached.

RUNNING SHEET

1. Evening to commence at 6.30 pm with background music, rolling PowerPoint presentation of past year and/or website. During this time people to be given an opportunity to arrive, have a drink and mingle. Hot finger food in particular to be handed out by hosts.
2. At 7.15 p.m. a Club member makes the toast to Rotary International followed with the reply by District Governor or his/her nominee (8 – 10 minutes)
3. 7.25 to 8.10 pm dancing to band.
4. 8.10 to 8.30 pm. -
 - Toast to Rotary International (3 minutes);
 - Reply (5 minutes);
 - Short address by Outgoing President on highlights of the year; (5 minutes)
 - Presentation by Outgoing President (5 – 7 minutes)
 - of any major cheque for fundraising not already paid
 - Presentation of Elise Bajert Award;
 - Presentation of any Paul Harris Fellowship;
 - Presentation of Chains of Office and Badge to Incoming President (5 minutes)
 - Address by Incoming President, commencing with thanks to Outgoing President and presentation of Past President's Badge, concluding with announcement of President Elect and presentation of Badge to President Elect (5 minutes)
5. 8.25/8.30 pm: Immediately after speeches bank strikes up for dancing.
6. 11 pm: Band finishes up.

BUDGET

EXPENSES

Hot Food	\$200.00
Decorations	\$75.00
Gas (Balloons)	\$75.00
Band	\$550.00
	\$800.00
Gifts and Trinkets	<u>\$100.00</u>

\$900.00

INCOME

\$15.00 x 60 = \$900.00