

## DRR OFFICIAL VISIT MEETING AGENDA

Date:

Time:

Venue:

- Inviting Dignitaries to the dais
- Adorning the Collar to the Club President by Sgt-at-arms and to DRR by District Secretary / Group Rotaract Representative
- Meeting Called to Order by the President
- Rotaract Prayer
- Welcome Address by the Club President
- Establishment of Quorum
- Adoption of Agenda
- Club Activity Report by Club Secretary
- Report by Avenue Directors / Club Committee Chairs
- Inspection of Club Properties by DRR & Co Inspection Officer
- Address by District Secretary / GRR / Any other Council Members
- Address by DRR
- Floor Open for Queries / Clarification to DRR
- Vote of Thanks by Club Secretary
- Meeting Adjournment

### SEATING ARRANGEMENT

District Council Member [2]	RRD[4]	DRR[6]	President[7]	District Secretary[5]	GRR[3]	Club Secretary[1]
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Invite the dignitaries according to the number.

\*DRR's Official visit agenda may subject to change on the decision of the DRR