

FORMAT FOR CLUB ASSEMBLY

	Procedures
Opening Ceremony	• Emcee welcomes everyone • Call the Dignitaries • Inauguration of the ceremony by lighting up the panas • National Anthem followed by Rotary Song + Silence invocation • Welcome speech
Floor to President and Directors	• Meeting Call to order by the President • Floor to Directors for presenting their plans. • President presents annual highlights • President presents yearly budget plans (optional) • Floor to Secretary for delivering summary and key outcomes of the assembly.
Felicitation	• Remarks by Guests, guests of honor, and chief guest • Token of Love Distribution to guests
	Meeting Statics by Sergeant At Arms
	Vote of Thanks
	Adjournment of Meeting President