Ambassador Coordinator Checklist

9-12 Months Before Journey Date

- Journey assignment confirmed
- Contact FFI Regional Support Manager
- Contact the Host Coordinator(s) to establish:
  - dates,
  - maximum number of ambassadors; and
  - any extra
  - host fees
- Informal discussion and information gathering with club
- Plan itinerary and tour options.
- Select travel agent or airline if traveling as a group
- Provide itinerary and pricing to FFI
- Establish Journey budget and financial procedures
- Develop recruiting flyer or brochure
- Plan recruiting strategy
- Hold first introduction/informational workshop
- Let FFI know if you would like any additional weeks

6-9 Months Before Journey Date

- Begin recruiting ambassadors
- Implement promotional plan for Journey
- Hold additional informational workshop(s)
- Begin receiving Ambassador Application and Agreement forms with deposits
- Delegate certain jobs or committee responsibilities
- Select an assistant Coordinator from guests
- Establish cultural and pre-departure workshop dates, locations and content
- Continue communications with Host Coordinator
- Continue communications with FFI Regional Support Manager
- Use FFI Resources to help with recruitment if needed (contact your Regional Support Manager)
- Check on visa and health requirements for host country

3-6 Months Before Journey Date

- Finalize recruitment and selection of ambassadors
- Report final details and ambassador numbers to FFI
- Confirm final details and payment schedule with the Host Coordinator
- Provide updated information to travel/airline agent to meet deadlines
- Finalize Journey program itinerary and payments with the Host Coordinator
- Confirm from the Host Coordinator what you need to take to officials in host city (letters, gifts, etc.)
- Hold cultural workshop(s) for ambassadors