Host Coordinator Checklist

9-12 Months Before Journey Date

- Journey assignment confirmed
- Contact FFI Regional Support Manager
- Establish contact with Ambassador Coordinator
- Confirm Journey dates
- Let the Ambassador Coordinator and FFI Regional Support Manager know how many you can host

6-9 Months Before Journey Date

- Establish a Journey committee, delegating as appropriate
- Decide if you wish to propose any added options to the Ambassador Coordinator communicating these ideas and costs for consideration
- Get written confirmation if additional costs are involved

3-6 Months Before Journey Date

- Decide on how to handle your finances according to your club policy
- Prepare a preliminary program of activities for the Journey
- Communicate any choices within the program to the Ambassador Coordinator
- Recruit hosts among your membership or prospective members
- Visit/evaluate host homes where appropriate
- Confirm final details with the Ambassador Coordinator
- Obtain Ambassador/Host matching form from the Ambassador Coordinator
- Prepare host matching form and send to the Ambassador Coordinator
- Reserve locations if needed for welcome and farewell parties

1-3 Months Before Exchange Date

- Select day hosts and dinner hosts as desired
- Finalise activities programme and budget and review with club Treasurer or Board
- Hold Hosting and Cultural Workshops for all home hosts, day hosts and dinner hosts
- Reserve facilities, guides and tickets for programmes as necessary
- Keep frequent communications with counterpart Ambassador Co-ordinator
- Finalise matching of home hosts and Ambassadors
- Prepare “goody bags” for ambassadors (optional)
- Prepare Journey programme booklet

During Last Month Before Journey

- Finalise details for arrival and departure
- Verify arrangements regarding mayoral reception
- Prepare agenda for arrivals, welcoming party, and farewell party
- Reconfirm if entertainment has been booked
Post Exchange

- Prepare Journey evaluation form and final report for club and FFI
- Prepare financial report for club, FFI and Ambassador Coordinator if extra fees were collected for optional activities
- Have a party to celebrate a job well done!