

## **Quick Checklist for Inbound Journey for Host Coordinator**

### 9-12 months

Receive It's A Match form  
Establish contact with ambassador coordinator or president and FFI Regional Support Manager  
Establish dates and number of participants from ambassador club

### 6-9 months

Send sample itinerary to ambassador coordinator along with other information about the area  
Complete Health & Mobility form and forward to ambassador coordinator  
Get committee together – approx. 7 members  
Determine Itinerary  
    Welcome and Farewell Dinners  
    Take host to dinner  
    Small group dinners  
    Free time w/suggestions  
    Daytime activities:  
        Smokies  
        Downtown tour  
        Tree planting  
        TVA dams  
        Musical treat  
        Museums  
Establish fee based on costs, work with Treasurer and Journey Coordinator, get board approval and then notify ambassador coordinator  
Assign duties to committee members  
    Welcome bags  
    Dinners  
    Each daytime/evening activity  
    Printed Program

### 3-6 months

- Recruit hosts, day hosts and dinner hosts
- Obtain Ambassador/Host matching forms
- Make reservations for activities
- Match hosts and ambassadors and send to ambassador coordinator
- Collect travel plans by ambassadors
- Discuss possible gift from visiting club, prefer nothing

### 0-3 months

- Meet with hosts to explain what is expected
- Hosts contact Ambassadors
- Prepare booklet for hosts and ambassadors, including contact information for coordinators, all hosts and ambassadors, itinerary, information about area, times and where to meet
- Review all activities, double-check that everything is accounted for
- Plan transportation for each activity, use Day hosts
- Welcome Ambassadors

### After Journey

- Complete evaluation form for FFI and encourage all hosts to do likewise
- Prepare the financial report for club and FFI
- Stay in touch

More detailed information can be found in the Journey Guidelines for Ambassador and Host Coordinators on the FFI website.