

Leavenworth Rotary Guest Speaker Guidelines

KEY GUIDELINES:

- 1. The speaker is allotted approximately 25 minutes for the presentation, which includes the time for questions and answers. Regardless of when the speaker begins, s/he must be finished by 1:13 pm, so the Club President can adjourn the meeting by 1:15 pm.**
- 2. At least one week before the scheduled program, please email the following information to the club member who is arranging your program:**
 - a. Title of program**
 - b. Name of speaker(s)**
 - c. A sentence or two that provide a brief preview of the program.**
 - d. A picture or two of the speaker or topic that can be used in our weekly newsletter to club members.**
 - e. A brief biography to be used in introducing the speaker(s)**
- 3. The venue is equipped with an overhead projector. If you have a presentation that you have put together using a PC (not MAC), you can place it on a thumb drive or CD and with advance notice we can provide a laptop. You can also bring your own laptop.**

OTHER GUIDELINES

1. Leavenworth Rotary meets Friday's at Kristall's Restaurant, 280 US Highway 2, Leavenworth, WA.
2. The meeting begins at 11:45 am and concludes promptly at 1:15 pm
3. Please arrive in time to set-up prior to the 11:45 am starting time. If you will be setting up a computer with the projector, please arrive at 11:30.
4. Dress attire is casual.
5. A buffet lunch is provided.
6. Attendees will number about 40 Rotarians plus several guests.
7. Club business is handled first with the speaker introduced about 12:45 pm.
8. Presentations should be non-political and non-sectarian unless invited to speak on a specific subject.
9. Presentations should not promote a specific business or its services.
10. Making a "sales pitch" or directly soliciting purchases or donations is not allowed. (If financial support from the Club is desired, the speaker may contact Bruce Williams, Program Committee Chair, and he can direct you to the proper committee.)
11. Handout materials are welcome and appropriate.
12. If you have additional questions, please contact Bruce Williams, Program Committee Chair, at 509-888-1935 or by email at bwseattle@gmail.com.
13. Thank you for your willingness to speak at the Leavenworth Rotary weekly meeting.