



Greater Harrison Rotary

www.GreaterHarrisonRotary.org | (513) 620-4470 | Info@GreaterHarrisonRotary.org

Speaker Checklist

Presentation: _____

Venue: _____

Date/Time of Presentation: _____

Presenter: Name _____

Company & Position _____

Email _____

Website _____

Social Media _____

Location _____

Directions _____

Equipment Needed

Projector Extension cord DVD Player Laptop

Adapter to connect computer Internet password _____

Presentation

Presentation on: Thumb drive Laptop Internet DVD

Permission to use photos for Gr. Harrison Rotary website and social media

Written introduction for person presenting you, and or Brief Bio (or send as attachment)



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