**Tips For Obtaining and Reporting Your Rotary Speaker**

Speaker assignments are alphabetical by member beginning each year at the top of the alphabet. It is recommended that you secure your speaker about a month in advance and report that information (see below) to Carol Woodward or Dana Rieves so that the program can be promoted by the public image team (website, newsletter, facebook, & print.)

***Some General Guidelines***:

* No partisan political or religious speakers. Rotary is non-partisan and non-sectarian.
	+ Exception: Elected Official in non-election year
		- A legislative update
	+ Exception: Minister speaking on a special nonreligious outreach program
		- Such as literacy, anti-drug programs, etc.
* No commercial speakers coming just to sell their product or services
* Avoid nonprofit organization speakers coming to ask for a donation
	+ Exception: A nonprofit speaker telling about their services/programs
* A member may absolutely do a program featuring his or her occupation, services, trends, governmental or volunteer activities, etc.
* A list of possible speakers is maintained on the ‘documents’ tab of the club website should that be helpful to you. Contact the possible speakers yourself.
* Please avoid asking Dana or Carol to get a speaker for you. Your choice of speaker helps provide a diverse selection of programs.

**What to do when you have secured your speaker:**

* Ask the speaker to send a jpg, a short bio, the name of their organization, their contact points and their topic to you or to Carol woodwardcd@aol.com. If to you, then forward to Carol.
* Inquire if they need to use power point and/or internet access for their program and then so advise Carol or Dana. Carol or Dana will follow up to determine need for support.
* Advise them of our website where there are directions available to our meeting place
	+ Princegeorgecountyrotary.org
* Give the speaker your cell phone number should they need to contact you for directions or need to cancel program.