

Rotary

Rotary Club of Cheat Lake
Morgantown, WV • District 7530



Presentation Request Form

Name: _____ Are you currently a Rotarian?: Y N

Organization: _____ Title: _____

Mailing Address: _____

Email: _____ Phone # (cell): _____

Sponsoring Member: _____

PLEASE PROVIDE A BRIEF BIO TO YOUR SPONSORING MEMBER FOR YOUR INTRODUCTION

Subject of Presentation: _____

Summary of Presentation Content: _____

A/V Requirements: Projector? Y N
Speakers? Y N
Microphone? Y N

*You may bring your own laptop, or you may load your presentation to a USB drive and have it integrated with the Club's Power Point presentation.

Other needs/questions: _____

May we share your presentation/info on media including photos of you/your attendees? Y N

Signature: _____ Date: _____

**RETURN COMPLETED FORM TO YOUR SPONSORING MEMBER OR EMAIL TO
DAVE SAMUEL (PROGRAM COORDINATOR) – drdave4@comcast.net
YOU WILL BE CONTACTED ASAP TO CONFIRM A DATE UPON APPROVAL.**

Club Use Only: Date Received: _____ Received By: _____

If approved, date of presentation: _____ Coordinator Signature: _____

Where are the meetings?

*Cheat Lake VFD
409 Fairchance Road
Morgantown, WV 26508*

When are the meetings?

*We meet every Tuesday morning at 7:30am unless otherwise stated. (Ends promptly at 8:30am)
You should plan to arrive between 7:15am & 7:30am.*

How many people will I be presenting to?

On average, there will be 20-40 people present in-person and via Zoom.

Will there be refreshments?

Yes. A full breakfast is available courtesy of the club. We do ask that you let us know how many people you will be bringing with you so we can plan accordingly.

At what point in the meeting do I speak?

We begin our meeting at 7:30am with fellowship and start formally with the Pledge of Allegiance, the reciting of our Four Way Test, and a prayer at 7:40am. Following our weekly joke, our Sergeant-at-Arms collects "happy dollars" and we have our club announcements. Your presentation will start at 8:00am and conclude at 8:30am (be sure to leave time for questions).

How long should my presentation be?

20-30 minutes (plus a few minutes for questions)

What else should I bring?

- *Please make sure to provide a short bio that can be read as your introduction.*
- *We have a 50/50 each week, and you're welcome to participate. Tickets are \$1 / 2 or \$2 / 5.*
- *Contact info in case members have follow-up questions.*

What if there is inclement weather?

Meeting cancellations will be communicated if necessary due to inclement weather. Please use your best judgement in deciding whether you feel you can safely make it to the meeting. Your safety is most important to us! We can always reschedule your time if necessary.

Who do I contact to cancel or reschedule?

Please contact your Sponsoring Member and/or Program Coordinator (Dave Samuel – 304-216-4089) as early as possible.

How do I become a Rotarian?

We're glad you asked! If you like what we're doing and think you want to be a part of it, we'd love to talk to you about what it means to be a Rotarian. Membership Applications can be found on our website (www.cheatlakerotary.org) under 'Documents'.