



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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