

# Speaker Information & Details

Rotary Club West Knoxville



Thank you for agreeing to speak at our Rotary Club West Knoxville (RCWK) Luncheon Meeting. In order to help us better prepare for your presentation, please complete the details below and email to: Leo Knight at leo@eokhq.com. Thank you.

**Speaker's Information:**

<b>Company / Organization:</b>	
<b>Name:</b>	
<b>Job Title:</b>	
<b>Speaker Presentation Topic:</b>	
<b>Date you'll be presenting:</b>	
<b>Alternate dates you could present:</b>	

**Advisory:** *The members of Rotary ask that your presentation be informative and educational and not a solicitation or selling forum for your business or organization. Thank you.*

**Speaker Presentation Time:** 12:40 – 1:15 (includes Q&A)

**RCWK Meeting Location:**

Bearden Banquet Hall  
5806 Kingston Pike  
Knoxville, TN 37919

**Directions to Location:** The Bearden Banquet Hall is located next to Buddy's Bar-B-Q near the intersection of Kingston Pike & Northshore Drive.

**Speaker Equipment Provided:** Please bring any equipment you need that is *not* listed below.

Resource	Needed ?	Special Needs?
Podium	<input type="checkbox"/>	
Podium Microphone	<input type="checkbox"/>	
Hand-Held Microphone	<input type="checkbox"/>	
TV/LCD Projector (for PowerPoint)	<input type="checkbox"/>	Mac/Keynote <input type="checkbox"/> Clicker <input type="checkbox"/> Cables <input type="checkbox"/>
DVD Player	<input type="checkbox"/>	

**Sample Agenda:**

12:10 - 12:20 pm	Enjoy Lunch
12:20 - 12:40 pm (continuing eating)	Club Call-To-Order/Club Business
12:40 - 1:10 pm (30 minutes)	Speaker
1:10 - 1:15 pm	Speaker Q&A
1:15 - 1:20 pm	Club Business & Adjourn

**Speaker Contact for Rotary Club West Knoxville:**

Leonard Knight	leo@eokhq.com	Cell: (865)484-6481
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**What Rotary Club West Knoxville Needs:** Please email along with this completed form:

1. **Brief Speaker Bio (for your introduction)**
2. **Speaker Emergency Contact Information: (in the event of an emergency who should we contact?)**

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Rotary Club West Knoxville



<b>Your Email:</b>		<b>Your Phone:</b>	
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Please plan to arrive at Bearden Banquet Hall by 12:10 so we can prepare for your presentation.