**In Person Meeting**

Dear

We are looking forward to you speaking to our club on \_\_\_\_\_\_\_\_\_\_\_. We start gathering around 5:45pm and our meeting starts at 6pm and ends approximately 7:15pm. You are welcome to attend the entire meeting but if you have another engagement we understand.

If you have a PowerPoint presentation, we have a large television presentation screen and an HDMI cable to connect to your computer. **Please make sure your computer has an HDMI input for the cable.** I would suggest that you arrive 15 minutes prior to the meeting to set up any presentations you may be presenting to our club.

We meet at Widow Fletcher’s, 4927 US Highway 19, Port Richey, FL 34652. We will be providing you a dinner at our expense if you wish to eat with us. If you would like an any cocktails that would be at your expense.

Please forward to me a short **bio** of yourself and a brief write-up on the **topic** of your speech. Please remember we only allot about 15 to 20 minutes to speak, so a specific topic is required. We also allow five minutes for questions at the end of your presentation. **The sooner we receive your bio and topic of discussion we will post it in our newsletter and on our web sites.**

We look forward to seeing you…..

**Zoom Meeting**

Dear

We are looking forward to you speaking to our club on \_\_\_\_\_\_\_\_\_\_\_. We start gathering on line around 5:45pm and our meeting starts at 6pm and ends approximately 7:15pm. You are welcome to attend the entire meeting but if you have another engagement we understand.

If you have a PowerPoint presentation, we will share your presentation from your computer to our screen via the Zoom link.

Please forward to me a short **bio** of yourself and a brief write-up on the **topic** of your speech. Please remember we only allot about 15 to 20 minutes to speak, so a specific topic is required. We also allow five minutes for questions at the end of your presentation. **The sooner we receive your bio and topic of discussion we will post it in our newsletter and on our web sites.**

We look forward to seeing you…..

The Zoom link is and password are: