Dear\_\_\_\_\_\_\_\_,

I am excited to confirm your talk to the Rotary Club of West Richmond on dd/mm/yyyy.

Here’s an outline of how our meetings work:

1. Location: The Westwood Club 6200 W Club Lane, Richmond, VA 23226 (corner of West Club Lane and Fitzhugh Avenue)

2. Please feel free to join us at 12:00 for lunch and social time if that works in your schedule. 3. The meeting begins at 12:30.

4. President Trey Arnold opens the meeting with club business at 12:45. You will be introduced by me at approximately 1:00 pm.

5. Plan 20-25 minutes for your presentation and allow for 5 minutes Q&A at the end. 6. The meeting ends promptly at 1:30 pm. Most of our speakers stay behind for another 10-15minutes after the meeting.

We have a large digital flat screen and laptop computer, operated by our sergeant at arms, who will coordinate any PowerPoint or video you care to use. Handouts are also welcome but neither PowerPoint nor video is required. You can anticipate ~50 Rotarians and guests to hear your remarks, 90% in person and a few by Zoom.

Within the next few days, please e-mail any a/v requirements directly to me to have preloaded. Please reach out by email xxxx@xxxx.com or cell phone xxx-xxx-xxxx with any questions.

Thank you,

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