

MEETING GUIDELINES AND INFORMATION FOR SPEAKERS

High quality programs are important to the club because they make attendance worthwhile. The following guidelines are intended to help in preparing your Presentation.

Our club secretary will provide you with the location of where our club meets, date and time in advance of the meeting.

- Our members respond positively to speakers who present a topic of informational, educational, motivational, or entertainment value that will be of general interest to all club members. Personal political or religious messages are not allowed.
- Please plan on 30 minutes or less for your talk, which includes 10 minutes for Q&A. Informational leaflets or flyers may be placed on tables. You are welcome to invite members to stay after the meeting to answer more questions.
- Please provide your contact a program title and a brief biography at least one week before the presentation. This information will be used for your introduction and included in an announcement emailed to all club members regarding details of the scheduled meeting.
- Presentations should refrain from promoting a specific business, its services, or products. There should be no type of solicitation for a financial or in-kind donation or a request to purchase products or services. It is acceptable to talk about your business/organization and its services; it is not okay to make a “sales pitch” or directly solicit donations.
- Using the Rotary platform to dispense individual financial advice is prohibited.
- Please refrain from promoting anything that might suggest fund raising for whatever the excellent cause might be.

Thank you for your cooperation in following these guidelines.