**Brandywine Hundred Rotary Speaker Guidelines**

**Meeting Locatio**n: Harry’s Savoy Grill – 2020 Naamans Road, Wilmington, DE 19810

**Meeting Time:** Thursday, 7:30am

Thank you for serving as a guest speaker and agreeing to share your expertise and experience at a meeting of the Brandywine Hundred Rotary Club. Our club has approximately 30 members. You will be speaking to business professionals and civic leaders of Wilmington. Please note the following:

1. Send a summary of your biography/resume and a paragraph about the subject of your presentation as soon as your date has been confirmed. Email elizabeth.w.vaughn@gmail.com. We will promote your speaking engagement on our [website](http://www.brandywinehundredrotary.org/), weekly newsletter, and introduce you on the meeting day. Share the name and information of anyone accompanying you. Breakfast is on us!
2. Our club can provide a projector and screen for your presentation. Contact Liz Vaughn at elizabeth.w.vaughn@gmail.com the Monday before your presentation with your audio/visual requirements.
3. Please plan to arrive no later than 7:30am. The meeting begins promptly at 7:30am with an invocation, pledge, and announcements. Speakers begin at 7:55am. Please plan to speak for up to 30 minutes including time for Q&A. Your presentation should conclude by 8:30am.  Many members must leave for work or appointments. Please take no offense. You may stay after the meeting and meet with members that wish to stay longer with questions.
4. Requests for donations from the club need to be made to the Board in writing, as opposed to being solicited from the members during your presentation.  You can present a request to the President to be considered at the next regularly scheduled Board meeting.

Please let the Rotarian who invited you know if you have specific needs. We will do our best to accommodate you. **THANK YOU.  We look forward to your visit and presentation.**