

Speaker guidelines

Rotary Club of Chippewa Falls

Thank you for joining us on Tuesday, (DATE) _____ as our program speaker.

The Chippewa Falls Rotary Club, chartered in 1950, is part of Rotary International. Your presentation is part of our efforts to better understand all that makes Chippewa Falls a great community. Please take a few moments to consider the following speaker guidelines designed to help you as you prepare for your presentation.

1. Our meetings begin at 12:00 noon with lunch at the Avalon Conference Center on Park Avenue. Please arrive by 11:45 to set up.
2. We have a media projector and a laptop computer. You can use ours or bring your own if you are using Power Point or videos.
3. The Avalon sets up a dinner buffet for us. Please feel free to go through the line and sit with your host or any other club member if he/she is not there yet.
4. When it is time for your presentation the Rotarian who has invited you to speak will introduce you. If you have a two or three sentence introduction that you would like him/her to use, please send it to them ahead of time.
5. You will have at least 20 minutes for your presentation. Please save some time for Rotarians to ask follow up questions. (Our goal is to have members “on their way” by about 1 p.m.)
6. You may provide handout material. These are best distributed at the tables beforehand. If you have not already done so, we need the title, descriptive paragraph, and photo that would help to publicize your presentation.
7. Please tell us how your project, organization or field or interest impacts and improves our community. Your presentation should be informative, not an “infomercial” or a request for money. (If your organization is seeking funding from our club, we suggest you visit our website, <http://www.chippewafallsrotary.org> for information on how to apply.)
8. Enjoy yourself. This is a great opportunity for all of us to gain an appreciation of what makes the Chippewa Valley great. We appreciate your time and effort! Thank you.