

The Caribou Rotary Club will use the following general guidelines for speakers and topics:

1. When arranging speakers and topics, try to adhere to the following guidelines:
 - a. The topic should not primarily be a promotion of the speaker's business. (there are exceptions, such as non-profits, or charitable organizations, or speakers seeking funding). Classification speeches are the exception, where a member may mention his/her business in his/her speech.
 - b. The topic should generally not be solely religious in nature
 - c. The topic should be of interest to the group.
 - d. The topic should not be highly controversial or divisive.
 - e. Topics that are political in nature will be discussed with the board/membership prior to confirming with the speaker.
2. Call the Caribou Inn & Convention Center (or other location if applicable) in advance if special accommodations are needed for the speaker; e.g. screen, extension cords, etc. Remember that the Club has a laptop computer and projector for Power Point presentations.
3. As the person introducing the speaker please arrive early to greet your speaker and help them setup as required.
4. Remember, the speaker's meal is free. Others who may accompany him or her should pay, or you may pay for them. If there is more than one speaker, the speakers are free. Please try to limit the number of speakers, e.g. a soccer team, music group, etc. to 2 as max.
5. Sit at the head table with the speaker. Inform him or her of our Rotary meeting customs. This will help a first time guest feel more comfortable.

Rotary Grace
Pledge of Allegiance
Singing
Happy Dollars
Clapping

6. Remind the speaker that our meeting ends promptly at 1:00 p.m.

Updated as 04/28/2015