

Guidelines for Program Presenters

Pullman Rotary Club

Wednesdays, Noon to 1 PM, Banyan's Pavilion.

We are looking forward to having you speak to the Pullman Rotary Club. Here are our guidelines for presenters:

Venue, Time & Location. The meeting starts at 12:00 on Wednesday at Banyan's Pavilion (next to the restaurant), 1260 Palouse Ridge Dr., Pullman, WA. Please arrive for set up no later than 11:45 AM.

Audience. We have members who represent many vocations in Pullman and the Palouse Region. Giving a presentation to the Pullman Rotary is one of the best ways to publicize and inform the local community. Plan on 15-20 people, sometimes a few more, sometimes less, depending on the phases of the moon, or some such.

General Agenda. The buffet line starts around 11:50, and members chat over lunch. A short business meeting starts at 12:15, followed by the program about 12:30. We plan for a Program of 20-25 minutes, with 5-10 minutes for questions. We end our meetings promptly at 1 pm, as there are many who need to get right back to work. If possible, we ask our speakers to stay afterwards to be available to answer additional questions.

Meeting Room Arrangement. The meeting room is arranged with the projection screen, speaker's podium, and round tables for 8 people. The room has a view of the beautiful Palouse hills.

Audio Visual Equipment. For your presentation we have a digital projector, screen, microphone, HDMI cable, and WiFi connection to the Internet. You can bring your own laptop or any other equipment that you need. If you need a laptop, or require anything else, please communicate your needs to the Rotarian who invited you to speak. You need to bring a USB flash drive/ thumb drive/ memory stick with your Power Point presentation on it.

Use Microphone. We ask all of our speakers to use the microphone. No matter how loud you can be, we have a few members who are hard of hearing, so it really helps the entire membership not miss anything.

Lunch. This is one of the legendary Free Lunch situations for our presenters and a good meal is included. Please feel free to go through the buffet line shortly before noon, so you'll have time to eat your lunch. We have our speakers seated at the table near the screen and computer equipment to enable conferring with the introducer or the person who will provide technical support if needed.

Handouts. If you have materials to distribute, Rotarians can assist in distributing them among the attendees or provide a central location for people to pick up after the presentation.

Publicity. An announcement of your program is published on our website at least a couple of weeks before your presentation. Prior to the meeting, you will be introduced by the person who invited you to speak at our club.

Appreciation. We look forward to your presentation and appreciate you taking the time to present your program to inform and entertain us.