

# Guidelines for Program Presenters

## Pullman Rotary Club, Wednesdays, Noon to 1 PM

### Fireside Grille

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 after noon on Wednesday at the Fireside Grille, 1095 SE Bishop Blvd, in their SW corner meeting room. [Fireside Grille](#) 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 15-30 people, sometimes a few more, sometimes less, depending on the phases of the moon, or some such.

**General Agenda.** The buffet line starts at noon, 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 SW corner meeting room is arranged w/ the projection screen and speaker's podium at the north end, a U-shaped grouping of tables with chairs on both sides, and a lunch buffet set up at the south end.

**Audio Visual Equipment.** We have everything you need for your presentation - a digital projector, screen, microphone, computer speakers, laser pointer, remote control, and even a laptop. The Fireside provides an open WiFi connection to the Internet, so you could stream something. Basically all you need is a USB flash drive/ thumb drive/ memory stick with your Power Point presentation on it. Or you can bring your own equipment. In any case, be sure to EMail our Audio/ Visual/Computer technical support ace, Gary Hyde [gmhyde1@me.com](mailto:gmhyde1@me.com), at least two days ahead of your presentation to confirm your requirements.

**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, and there occasionally is traffic rumbling along Bishop Blvd, 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 early at 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 A/V technician, introducer, etc.

**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 will be made at the prior Rotary meeting, and also published in the Pullman Rotary Bulletin & on our website.

**Appreciation.** We appreciate you taking the time to present your program to inform and entertain us. We will make a donation in your name to our program to eradicate polio worldwide, Rotary Polio Plus.

#### **Presenter To Do List:**

1. Contact our Technical Support. Contact our Audio/Visual/Computer technical support ace, Gary Hyde [gmhyde1@me.com](mailto:gmhyde1@me.com), at least two days ahead of your presentation to confirm your requirements.
2. 11:45 setup. Please arrive for set up no later than 11:45 AM.
3. Use Microphone. We ask all of our speakers to use the microphone.