



## 110.01 Program - Introducing

### General

You are the presenter's escort for the meeting. Your job is to make the presenter feel welcome at Rotary and to assist the presenter in any way needed.

To properly introduce a speaker or performer takes a little preparation. Get biographical information for the individual or group, check the internet, and know what the program will be. The introduction should aim to be not more than 2 minutes and should include names, most significant and relevant qualifications, program content or subject and a welcome.

### Tasks

- ensure you know what setup the presenter has requested
- meet presenter at door
- escort presenter through registration and cashiers
- introduce presenter to President, or meeting chair, and Sergeant-at-Arms
- show presenter to seat at head table (usually with back directly to lectern)
- normally, take place to left of presenter
- assist presenter with setup
- introduce presenter when called upon by meeting chair
- assist presenter in takedown
- escort presenter to door