



120.06 Introducing Guests

General

It is an honour to introduce Guests and Visiting Rotarians; it is a pity to mess it up.

In short: get them standing one-by-one by calling their names and then lead the welcoming applause for the standing group. (Ask people to withhold their applause to the end.)

Tasks

- Obtain the two lists (Guests, Visiting Rotarians – one sheet) from sign-in table. They should be printed clearly, if you cannot read the lists get help from sponsors or the guests themselves. If you want to ensure that the list is readable and useful, arrive early and help with the registration – make the lists yourself.
- Practice reading the lists and get help with difficult names. Better to ask people beforehand than embarrass yourself and them by mispronouncing their name or their city of origin.
- Shortly before the meeting starts, review the lists with the President and cross off any the President plans to introduce. (For example, do not re-introduce the head table speaker otherwise he gets three introductions.)
- Fix the microphone so it is in front of your mouth.
- Say something along the following lines:

President _____, guests and fellow Rotarians my name is _____. It gives me great pleasure to introduce our Guests and Visiting Rotarians today.

When I introduce you, would you please stand and remain standing until we have finished so we can give you all a fine Rotary welcome.

- Jim Smith from London Ontario, guest of Terry Jones.
- Ingmar Houghton (pr Horton) from Chombedly (pr Chumly), guest of Jack Black.

And our visiting Rotarians:

- John Wise, classification retired, visiting from Winnipeg.
- Sheila Unwise, classification unknown, visiting from Musquodoboit, also unknown.

Thank you for visiting us. (Lead the applause).

- Sheila, I believe you have a banner to exchange, please come forward.

(President does this while you sit down - the President might also thank you; there is no need to respond.)

- Keep it short, keep it moving...
- Pass the Guest and Visiting Rotarian lists to the Meeting Sergeant-at-Arms for scanning and upload to the shared folder.