



# Speaker Guidelines

**Thank you again for agreeing to speak at the Jamestown Rotary Club!**

We're excited to welcome you. Our members truly enjoy hearing from people doing meaningful work in our community and beyond—and we know your presentation will be a highlight.

As our guest speaker, you'll get to experience the energy and camaraderie of our Tuesday noon meetings. We'll promote your appearance—and your business or organization—on our club's website and social media channels to help amplify your message.

To help everything run smoothly, we've outlined a few things we'll need from you and included a brief overview of how the afternoon will go.

## **What We Need from You:**

**By two weeks before your presentation emailed to [jamestownndrotary@gmail.com](mailto:jamestownndrotary@gmail.com):**

- A brief bio for your introduction
- A headshot (small digital photo)
- Your presentation title
- A short summary of your talk
- Any social media handle to tag, if applicable

## **What to expect the day of:**

- Our meetings start at **12:00 p.m.** – **please arrive at 11:50 a.m.**
- We meet in person **at Club 1883** (Knights of Columbus 519 1st Ave S, Jamestown, ND). Lunch is provided.
- Club business typically wraps up around **12:25 p.m.**, and then you'll be introduced.
- Your presentation time is **20-25 minutes**, followed by about 5 minutes for Q&A.
- We aim to wrap up by **12:55 p.m.** to allow time for closing remarks.

## **A Few Guidelines:**

- If you represent a **for-profit business**, we encourage a focus on what makes your company unique and how it contributes to the community—rather than a promotional sales pitch.
- If you represent a **non-profit or NGO**, feel free to explain how you fundraise or engage volunteers—but please avoid direct asks during your talk. You're welcome to connect with interested members afterward.

Your host is available to support you and ensure a positive experience for you and our members. Please don't hesitate to reach out if you have questions before your scheduled date.

Should you need to cancel for any reason, please communicate with your host as soon as you can, giving us time to find an alternative speaker.